

## Here is our list of technical tips for your online application.

### Application Documents (resume / CV, skill matrix, project list, references and certifications):

- Keep your documents in a simple, easy-to-read form.
- Use simple formatting: avoid bright colors, don't use too many different fonts or graphic elements.
- Include a professional application photo.
- Foreign applicants: please note that in Europe, and especially in Germany, it is common to include an application photo, your date of birth, a complete resume / CV, all of your certifications and reference letters from former employers. A U.S. style application might not be considered adequate.

### Document Scan:

- Putting black cardboard on top of the document while scanning stops the text on the back from shining through.
- Scan with 400-600 dpi grey scale. Color scan files are usually very big.
- Using your scan software, increase contrast and reduce brightness until the paper looks as white and the text as black as possible.
- After the scan, reduce the resolution to 150-200 dpi.
- Save the files as PNG. Avoid JPG since it is best for photos but not for text

### Application Photo Scan:

- Scan with 150 dpi color.
- Edit the picture carefully if there are any margins visible in the scan.
- Reduce the size so that the longest side does not exceed 400 pixels.
- Adjust the colors. A monochrome might be better than an imbalanced color photo.
- Save as a JPG file named Photo.JPG.

### **Compilation of Files:**

- Do not send more than the following files:
  1. the letter of motivation
  2. the application (resume / CV, skill matrix, project list)
  3. the application photo as a JPG file named Photo.JPG
  4. reference letters and selected certifications, arranged in (reverse) chronological order in one file named Certifications.PDF
- The format PDF is ideal because the file cannot be changed by the reader and because it can be opened on most computers. PDF “screen” quality is sufficient in most cases although applications might sometimes be printed out by human resources departments. There are many freeware programs to create PDFs, e.g. Foxit Reader or FreePDF.
- You can of course also use a word program like Microsoft Word or Open-Office. However, the file might display formatting symbols which will affect the layout.
- Avoid to send in too many single files like references and certifications. These files can be merged to a PDF e.G. with PDF24 Creator.
- Make sure to supply all relevant references and certifications.
- Print out all application documents before sending them and check every page carefully. Your application might be used online or be printed out and should therefore be of acceptable quality both ways.
- The attachments should not exceed 5 MB since some mail servers are unable to deliver e-mails larger than that. It doesn't help much to compress the file with a zip program, since image files are already compressed and can hardly be reduced any further.

**Would you like to comment on this check list? We are looking forward to your feedback!**