VESTERLING

Application materials (cover letter, CV skills matrix/project list, references):

- Give your documents a simple, clear, and easy-to-read form.
- Format in a restrained manner: refrain from garish colors, the excessive use of graphic elements and use a classic font.
- The ideal length of the cover letter is one DIN A4 page. Do not repeat the contents of the CV in text form here. Instead, focus on your most important qualifications and activities.
- Avoid using the general and impersonal form of address in your cover letter.
- Add a high-quality application photo to your CV that is appropriate for the desired position.
- As an introduction to your CV, we recommend the use of a short profile, through which the personnel decision-maker can determine your professional and personal competencies without spending a lot of time.
- Structure your CV chronologically backwards, as the greatest attention of personnel decision-makers is paid to current employment. The most recent position should be detailed.
- Trim your CV of non-essential and outdated information. Make sure that your CV is complete, otherwise this could cause irritation to the personnel decision maker.
- For experts from specialized functions, we recommend attaching a skills matrix or project list to the resume.
- Make sure that you provide all work references and training certificates in full.

Preparation of files:

- Your complete application materials should include the following files:
    1. cover letter
    2. curriculum vitae (if applicable with skills matrix and project list)
    3. references (if applicable with selected certificates)
- Optionally, you can add a professional cover sheet to your application documents, on which you include your contact details and also the application photo. A cover sheet has the advantage that the concentration of the personnel decision-maker is directed to the application photo and thus a personal first impression is reinforced.
- The PDF format is ideal for sending documents because the file cannot be modified by the reader and can be opened on most devices. There are many freeware programs that can be used to create PDF documents. Avoid Word documents because they can lose formatting when opened. If necessary, even revision comments or other unwanted information may be displayed, creating a bad impression.

- Avoid many individual files such as scans of testimonials and certificates. Such files should be be combined into one PDF document. Sort them chronologically backwards. When sorting, start with your job references, then add your diplomas, and finally follow with selected certificates. Certificates are relevant if the training is essential for the target position and was done full-time.

- Print all application files before mailing and review each page carefully. The documents could be used by the recruiter on screen or as a printout and should be and should be of acceptable quality for both media in any case.

- For forwarding the files, we recommend a separate document for each. The naming of the files should be: „Cover letter <first name last name>", „CV <first name last name>" and „References <first name last name>".

- Attachments should not exceed 5MB in total, as many mail servers do not accept larger emails.

- Use a neutral and reputable e-mail address for sending your application documents.

Would you like to make any comments on this checklist? We look forward to your feedback!

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