Lebenslauf

Persönliche Angaben

Vorname, Name:	Here you should fill in your personal details such as your name,
Anschrift:	address,
Telefon:	telephone number,
E-Mail:	email address,
Geburtstag, -ort:	and your date and place of birth.
Nationalität:	Here, as well as your nationality, you should also specify your residence status in Germany.
LinkedIn/ Xing:	If you have an account on LinkedIn, Xing or any other professional social media platform that may be relevant to your application, you can mention it here. Make sure that your accounts are up-to-date!

A professional application photo is useful, but not a must.

Berufliche Laufbahn

von - bis: In this section you should describe which positions you held in which companies. You may also provide a list of your tasks using key words. Make sure that you start with the most recent.

Bildung

von - bis: Here you should give a complete list of your qualifications. Again, start with the most recent and state the name of the university/school and the type of qualification.

Fortbildung

von - bis: In this section, you can provide a list of any training courses and certificates that you have taken. As always, start with the most recent.

Kenntnisse und Fähigkeiten

Sprachkompetenz: Here you can describe specific skills, e.g. language skills. Make sure you use standard definitions, either from the European Framework of Reference for Languages (A1, B1, etc) or the standard terms (Grundkenntnisse, Gute Kenntnisse, Fließend, Verhandlungssicher, Muttersprache).

Computerkenntnisse: In this section you should also include other skills such as IT skills, again using standard terms (Grundkenntnisse, Mittlere Kenntnisse, Fortgeschrittene Kenntnisse, Expertenkenntnisse).

Hobbys

At the end of your CV, there is space to mention your hobbies

Ort, Datum

You should always sign your CV personally. This confirms that the information is correct