Tips for the tabular CV

Please note: Some scholarship providers have their own tips or even specifications for the CV. Please find out about the specific requirements in advance.

Below you can find some general information on the structure and content of a tabular CV for applications in Germany.

Formal structure
- Ideal: two pages
- Structuring
- Black font colour
- Arial (font size 11) or another easily legible font
- Photograph (optional): Professionalism, focus on the face
- Reverse chronological order
- State the period on the left and the station on the right
- **Tip:** Use subtle, colourful graphic elements to make your CV more appealing.

Content-related factors
- Avoid gaps
- Use highlighting
- Always state the duration or start and end dates (from ... to ... / since ...) of each station (e.g. "since February 2021" or "02/2019 - 12/2021")
- **Tip:** Use subheadings to make a more competent impression.

Content structure
- **Personal details**
  - Address
  - Telephone number (Please note: We recommend to set up a mobile voicemail text for possible callbacks!)
  - Legitimate email address
  - Date and place of birth
  - Possible but not mandatory: Marital status, denomination, nationality
  - **Tip:** If you want to save space, you can write the contact details in a header.

- **Education**
  - Current higher education institution
  - Current/planned degree programme incl. the type of degree (bachelor's degree, state examination, master's degree)
  - If applicable, former higher education institution, including the name of the degree programme and the type of degree

- ☐ If applicable, topic and grade of the final thesis (e.g. bachelor's degree)
- ☐ If applicable, stay abroad
- ☐ School education and school leaving certificate
- ☐ If applicable, school exchange
- ☐ If applicable, special achievements at school
- ☐ Description of the stations: e.g. grade (up to max. good/B), main subjects...

- ☐ **Internships & work experience:**
  - ☐ Work experience
  - ☐ Vocational training(s)
  - ☐ Internships
  - ☐ Side jobs
  - ☐ Entrepreneurial activity, if applicable
  - ☐ **Tip:** Describe your activities, areas of responsibility and job functions to make your CV more appealing.

- ☐ **Language skills**
  - ☐ Always group together
  - ☐ Level:
    You can list your language skills using a language proficiency scale. These are frameworks established by language organizations that categorize people into proficiency levels based on their language fluency, accuracy, and other factors. Here you can find further information: https://novoresume.com/career-blog/resume-language-skills.
    You can indicate the level as follows:
    - ▪ "Elementary proficiency",
    - ▪ "Limited working proficiency",
    - ▪ "Professional working proficiency",
    - ▪ "Full working proficiency" or
    - ▪ "Native/bilingual proficiency"

    Or you can also indicate it as follows:
    - ▪ "Beginner"
    - ▪ "Intermediate",
    - ▪ "Advanced" or
    - ▪ "Native speaker"

    Alternatively, you can use the Common European Framework of Reference for Languages (CEFR). It scores basic users as A1 or A2, independent users as B1 or B2, and proficient users as C1 and C2.

- ☐ **Computer skills/digital competence**
  - ☐ Type and level of skills: Software, programming language ...

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- **Project experience**
- **Awards and prizes**
- **Social and civic engagement**
- **Experience abroad** (state the country and length of each stay and also mention what you did there (travelling, working, attending school, studying, doing an internship, including the name of the hosting organization, if applicable...))
- **Publications**
- **Further and continuing education** (outside the regular school/university education and/or vocational training)
- **Interests**
  Tip: We recommend using the heading "Interests" instead of the heading "Hobbies". Here you can include information about memberships, hobbies and also topics of interest.

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