

10 TIPS FOR A PERFECT GERMAN RESUME

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10 MOST ESSENTIAL TIPS FOR WRITING A PERFECT GERMAN RESUME

If you don't have much time and want to know just the most essential Do's and Don'ts of the German resume, here you will get an overview of formal, editing, and content tips and learn how to avoid typical mistakes in German resumes.

DO #1

Write your resume with the right mindset! First of all, having the right mindset is one of the keys to a successful application. Let me ask you, do you think like this at the moment? "I've been sending in so many resumes, why am I still haven't been invited to an interview." or "I am already a professional in my home country and got my current job with this resume, why should I bother about German standards of a resume?". Or maybe your thoughts go like this: "The recruiters should better pay attention to qualifications rather than to some nitty-gritty formalities". Listen, these thoughts are very common among the job seekers but they won't bring you on the right track. Because writing a resume should always take the perspective of the reader i.e. recruiter or hiring manager.

DO # 2

Follow the structure of the German resume. Did you know that the German resume consists of 9 following sections? Resume starts with section 1) your name and surname, 2) job title in bold and large font, 3) your personal details and you better put your contact details in the page header, 4) photo with a professional motto or slogan. Then 5) job experience, 6) education path and further education, 7) skills, languages, and soft skills, 8) Volunteering and passions or hobbies, 9) place, date, and signature.

DO # 3

Mind the Formal Restrictions. Now let's take a closer look at what input and in what form you have to fill in each section. But first of all, you have to know that in Germany a resume takes only one to two pages; and max three to four pages in case you are a mature professional with 20-30 years of work experience. If you just graduated from a university, don't use more than one DIN A 4 page. In terms of highlighting and underlining: leave this to your reader. Here your motto should be less is more. Similar is with sentences: your resume should not contain full sentences. So use only bullet points. If you are used to writing a short summary, don't do it in German resume. The best way is to provide a professional motto under your position title or under your photo and to put further information on your cover letter and not on the resume. To save words and space, use icons for example in the passions/hobby and skills section. To optically divide your resume in digestible portions, use dividing lines or horizontal bars for the section titles. It is ok to use bold typeface or

small capitals for the section titles. But do not exaggerate with this highlighting tools. The layout of the German resume is more calm, clear, and simple.

DO # 4

Space is time. Use it with the thought in mind – selling your profile in a short and concise form. It is not an extract from Wikipedia, where you share your whole biography with a recruiter. It is neither a gap text or a quest, which drives the reader almost crazy by the lack of information or its inconsistency. Not everybody is good at selling oneself, but if you want to get that specific top job, which you think would bring you one step closer to your professional self-realization, then you have to start selling. Please follow a simple rule: your resume has to contain only relevant information in a digestible form. And each time you feel unsure, whether you should put this or that fact about yourself, check it against this rule! With this in mind, let's go over to drafting your resume.

DO # 5

Use only fresh foto. It is always a bit of surprise when you are invited to an interview and there is a mismatch between you and your foto. It might lead to two questions: are you not self-confident enough to stand up to your appearance or were you too lazy to make a more up-to-date picture. Both interpretations are not very beneficial.

DO # 6

Fill in the gaps. For each position, you held, provide a duration (month/year) and a title. If you have a gap that is longer than two months, then you must explain this gap. A stay abroad, further training or an application phase, and so on sound reasonable and won't provoke any misinterpretation. Additionally, you also have to prove your professional experience by submitting job references for your former positions. Each period on your resume has to be proved by a reference or diploma. If you don't have them all at the moment, you can write that you will submit them on-demand or hand them in later.

DO # 7

Prove-read your resume. Nothing is sadder for a recruiter to decline a candidate because of mistakes in CV, be it grammar or form mistakes. Sure, you won't be declined if your resume has one or two smaller mistakes but if there is some mismatch with job demands and your skills and on top of it your cv contains too many mistakes, then the balance of the wage will switch to the negative side.

Now that you know all essential Dos of German Resume, it's time to take a look at the Don'ts. If you omit these mistakes, then your resume will most probably land you an interview!

DON'T # 8

Don't use standard templates without bothering about the formal structure of German resume. Create your own resume template. It will suit your own demands and make your resume stand out among others, who use some fancy templates but do not follow the German structure of the resume. If you don't know how to edit your resume, watch our video Format Guide for a Successful German Resume.

DON'T # 9

IS A VERY SHORT ONE! Don't use too bright, playful layouts for positions outside marketing, content creation, or other more creative jobs or industries.

DON'T # 10

Don't mailshot i.e. send a resume without a cover letter and references! There might be exclusions when you can apply with your Xing/LinkedIn profile. But the majority of recruiters and hiring managers in Germany will think that the position you apply for is not that interesting to you and thus your motivation for the job is quite low.

Now you know the most essential tips to write a perfect German resume! Stick to them when you will write your resume. If you are still unsure about the structure and input of the German resume, then watch our video about the Structure of German Resume. The link is below. If you want to edit your own resume, then watch our video Format Guide for a Successful German Resume.

The series of videos on Successful Application in Germany will continue with our video on the German Cover Letter. Our goal in that video is to get you an invitation to a job interview and spare your time.

References:

Common European Framework of Reference for

Languages: <https://translate.google.com/translate?hl=en&sl=auto&u=https%3A%2F%2Fwww.europaeischer-referenzrahmen.de%2Fsprachniveau.php>

Watch our video *New Immigration Law 2020 in Germany*: <https://youtu.be/By3uJqgMtU>

Watch our video about *Job Application in Germany during Corona*: https://youtu.be/_GAMh3qxly8

