Tips for your resume

Relevant points which your resume should contain:

✔ Contact details
✔ Date of birth
✔ Nationality
✔ In an antichronological list the individual steps of your career, with a description of the most relevant activities, which were carried out there (important: also internships).
A good example of layout:
MM/YYY - MM/YYY Job title, company, location.
- Activity 1
- Activity 2
- Activity 3

✔ Education/studies: information on the above points should be provided with a duration, a degree and if applicable, a specialization
✔ Further education: here the organizer of the completed further education is relevant, as well as the exact duration.
✔ Finally, the information on skills and knowledge as well as hobbies and interests follow: Particularly in the case of IT and language skills, it is of the utmost importance to also provide an indication of how strong or weak these are, as otherwise it will raise queries in almost every case.

Now, if you keep all these steps, in this order, we can assure that your application will not be rejected because of the form.