

Internship Information for GJU Students

Part 1: The CV

The CV is the first impression your future employer gets from you. It should quickly provide a good overview about you. The CV is not a sequence of data. With every application it makes sense to rethink which information might be useful for a certain job. This involves work but it is worth it.

Layout

A CV is written in table form on a computer. There are several possibilities to design a CV. The safest and easiest version is a chronological or the reverse chronological CV (start with the most recent job). This form is clearly arranged. The particular sections are organized by date. The date format should be consistent in the entire CV (MM/YYYY; for example 07/2002).

Formal guidelines

- Create your CV as a Word document and do not use tables as this might possibly handicap the necessary correction.
- Use an adequate and consistent font (e.g. Calibri, Arial, Tahoma or Verdana).
- You can use several font sizes, but the sizes should be substantiated with regards to content. For example, headlines can be bigger.
- Do not use a font size smaller than 11 points.
- You can also point out headlines or other important points by using bold text. But do not use bold text too often and don't use different ways of accentuation (e. g. bold and italic accentuation is too much).
- Your headlines should be left-aligned.
- The headline "Lebenslauf" has to appear on top of your CV.

Contextual guidelines

- Do not put too much information into your CV. Think about which information might be important for you internship.
- Your CV has to be without any chronological gaps.
- Emphasize your strengths (not visually).
- Your CV should not be longer than one page. The maximum is two pages.

Personal data (Persönliche Daten)

Name

Type your name as it is written in you passport. Only use your first name and last name. It is not common in Germany to state four first names.

Address (Anschrift)

Enter your German address: Street, house number, postal code and city.

Phone (Telefon)

If you have a cell phone number and fixed network number name both of them. The common structure for phone numbers (both fixed network and mobile phone) is area code – space – phone number (e. g. 0123 456789).

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E-Mail

Use a legitimate e-mail address that contains your first name and last name. Do not use an e-mail address like funkymonkey@mail.de.

Date of birth/Place of birth (Geburtsdatum, -ort)

Just enter your date of birth as well as your place of birth.

Example: 10. März 1984 in Amman, Jordanien

Nationality (Nationalität)

Specify your nationality. Be careful – when you write “Nationalität”, you have to state the actual nationality, e. g. Jordanisch. But if you write “Staatsangehörigkeit” you have to name the country, e. g. Jordanien.

Marital status (Familienstand)

You do not have to specify your marital status (single, married, divorced or widowed) necessarily.

Example:

Persönliche Daten

Name: Fatima Fulan
Anschrift: Mustergasse 17, 87654 Hamburg
Telefon privat: 04994 988766
Telefon mobil: 0176 12345987
E-Mail: fatima_fulan@email.de
Geburtsdatum, -ort: 10. Februar 1983 in Amman, Jordanien
Staatsangehörigkeit: Jordanien

Note: You can also create a page header. There you can insert your name, address, phone number and your e-mail address. If you decide to use a page header you only need to specify your name, date of birth and place of birth as well as your nationality under "personal data". The page header should optically fit to the rest of the CV. It also makes sense to use the same page header in the cover letter (see part 2 of the Internship Information). This creates uniformity.

Education (Schulbildung)

Name your graduation with the final grade.

Example:

Schulbildung

07/2002 Tawjihi (Allgemeine Hochschulreife) an der National School in Amman, Jordanien
Abschlussnote: 86% (exzellent)

Studies (Studium)

Provide information on your studies: Degree program, University's name and location, aimed degree (Example: Bachelor of Science).

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Example:

Studium

10/2010 – 03/2011 Auslandssemester an der Hochschule Magdeburg-Stendal im Studiengang
Wirtschaftsingenieurwesen

09/2007 – heute Studium des Wirtschaftsingenieurwesen an der Deutsch-Jordanischen
Universität (GJU) in Amman, Jordanien
angestrebter Abschluss: Bachelor of Science

Work experience/practical experience (Berufserfahrung/Praktische Erfahrung)

Here you can specify the practical experiences you have already collected (for example internships). It is important to mention the tasks you had in the particular company in every point. This is more convincing than just listing companies. If you do not have that many practical experiences you can also point out other skills and abilities (example: name important project works and seminars or subject-specific hobbies). If your CV is too long and you have to shorten some points to not exceed one page, only list the tasks of those practical experiences that do refer to the job you're applying for (e. g. you don't have to list all the tasks of an internship in a pharmaceutical company when you're now applying for an internship for architecture, mentioning the internship at all will do).

Example:

Praxiserfahrung

06/2009 – 07/2009 Praktikum im Kundendienst des Autohauses Ole in Amman, Jordanien
Aufgabenbereich: Auftragsannahme, Werkstattplanung, Garantieabwicklung

Advanced trainings (Weiterbildungen)

Here you have the possibility to list advanced trainings. You should only mention advanced trainings that bear relation to your aimed position. Furthermore, the advanced trainings should not be dated back too long ago and they should have been completed with a certificate.

Example:

Weiterbildungen

07/2009 – 08/2009 Kurs Interkulturelle Kommunikation an der GJU in Amman, Jordanien

Additional qualifications (Zusatzqualifikationen/Weitere Kenntnisse)

Computer literacy

Describe and evaluate (Example: basic knowledge, expert knowledge) your computer literacy! Also add which programs you can work with (Word, Excel, PowerPoint, Photoshop, programming language etc.).

Knowledge of foreign languages

Mention all languages you have learnt at school or during your studies. Evaluate your knowledge (Example: mother tongue, mother tongue level, business fluent knowledge, fluent in spoken and written, good knowledge, spoken and written). At this point you can also state your international experiences (college year, work & travel etc.).

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Voluntary Services

Here you can mention all the voluntary services you did (association, school, aid organization, etc.). Such services are normally welcomed and allow conclusions on further positive characteristics of you.

Example:

Zusatzqualifikationen

Sprachkenntnisse Englisch: verhandlungssichere Kenntnisse
 Deutsch: gute Kenntnisse in Wort und Schrift
 Französisch: Grundkenntnisse
 Arabisch: Muttersprache

EDV-Kenntnisse MS Office: sehr gut
 Photoshop: Grundkenntnisse
 C++: Grundkenntnisse

Ehrenamt Gruppenleiter einer Jugendgruppe im Sommer 2007

Interests/hobbies (Interessen/Hobbys)

At first sight, hobbies seem to be unimportant for the professional career. But they do say a lot about your personality. So you can also mention hobbies that do not have to do anything with the internship directly. Staff managers often see positive characteristics like team spirit, independence or ambition in such activities. Anyhow, you should not exaggerate at this point. You should think whether to mention your hobby or not if it is seldom, risky (e.g. free climbing), tainted with a bad image (e.g. computer games) or just too hard to explain. You should not mention standard hobbies like reading or swimming. It is good to name hobbies that are exercised in a team (e.g. soccer, handball or tennis). By this, the staff manager can see that you are team-minded.

Others (Sonstiges)

Here you can bring up that you have a driver's license. Apart from that, you can also list the things that do not fit into the other categories but might be important for your internship.

City, date and signature (Stadt, Datum und Unterschrift)

Concluding, you have to provide your CV with location/city, date and a signature (scan in your signature and place it on the document when applying online).

Photo (Foto)

You should place your photo in the upper right corner of your CV. Please choose a clear and distinct photo that shows you as a friendly person. The best thing is to go to a photographer to let an "application photo" be taken. There are two ways of adding the picture then. If you take an extra photo, write your name on the back of it and attach it to the CV with a paper clip or self adhesive corners. But you can also tell the photographer to give you the picture as a data. So you can easily paste it into your CV document.

You can also design a cover sheet (see part 2 of the Internship Information) and place a picture of you on it.

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Checklist CV

- Check your entire CV for spelling and a consistent structure. Everything has to be designed clearly and well-readable.
- Your CV has one or two pages.
- Your contact details contain name, address, phone number, cell phone number and e-mail address.
- The category “personal data” is complete.
- The entire CV is structured logically and you have chosen useful headlines as well as subitems. They are also structured in a logical order.
- Your CV is built chronologically or in reverse chronological order.
- All dates have continuously the same format (MM/YYYY) and all dates are listed precisely month-by-month.
- In “practical experiences” you have mentioned name and location of the companies.
- Unnecessary information is not listed in the CV.
- Foreign languages you speak as well as an evaluation of your knowledge of them are listed.
- Computer literacy as well as an evaluation is mentioned.
- You explained all terms.
- There are no abbreviations or English terms as far as possible.
- On bottom of the CV you have noted location, current date and signature.

Tip

Also let German friends and contacts from your university (e.g. Career Center) or the Project Office of the German-Jordanian University in Magdeburg (e-mail: interns@german-jordanian.org) check your CV and where applicable correct it!

Appendix: Sample CV