

Your Curriculum Vitae

International programme for Students and Researchers

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Good to know:

Before you start: Five basic principles for a good CV

1. Concentrate on the essentials

- International Programme offices generally spend not hours reading a CV before deciding to process on it.
- Be brief: two A4 pages are usually more than enough, irrespective of your education or experience.
- Is your work experience limited? Describe your education and training first; highlight volunteering activities and placements or traineeships.

2. Be clear and concise

- Use short sentences. Avoid clichés. Concentrate on the relevant aspects of your training and work experience.
- Give specific examples. Quantify your achievements.
- Update your CV as your experience develops.

3. Always adapt your CV to suit the post/position/vacancy you are applying for

- Highlight your strengths according to the needs of the position advertised and focus on the skills that match the job.
- Explain any breaks in your studies or career giving examples of any transferable skills you might have learned during your break.
- Before sending your CV to International Programme office, check again that it corresponds to the required profile.
- Do not artificially inflate your CV; if you do, you are likely to be found out at the interview

4. Pay attention to the presentation of your CV

- Present your skills and competences clearly and logically, so that your advantages stand out.
- Put the most relevant information first.

- Pay attention to spelling and punctuation.
 - Retain the suggested font and layout.
5. Check your CV once you have filled it in
- Do not forget to write a cover letter.
 - Correct any spelling mistakes, and ensure the layout is clear and logical.
 - Have someone else re-read your CV so that you are sure the content is clear and easy to understand.

Template

You can send us your updated CV in your choice of template but we recommend you to use the Europass CV format <https://europass.cedefop.europa.eu/>. This is widely accepted and very clear and easy for extracting information from the CV.

1. You may choose to fill this online via the Europass CV web form:
<https://europass.cedefop.europa.eu/editors/en/cv/compose>
2. Please ask us for a template if you cannot find one.

Contact Us

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