

CHECK-LIST

Submit application



Prepare application documents

- Cover letter and CV are up to date and checked
- All documents are saved as PDF files and named appropriately
- Consistent layout for all documents (font, design)
- Relevant supporting documents attached:
 - References (university, training, employment)
 - Certificates / language or software skills (if relevant)
 - Work samples / portfolio (if appropriate)



Sending



Final check

- All documents are complete and up to date
- Final versions saved and correctly named
- Uniform design, consistent information and error-free language
- Appropriate applying method selected and relevant technical requirements met



All points taken care of,
but still unsure?
Let us take a final look at
your application.



career
service



Via e-mail

- Combine documents into a single PDF file and name it in an informative manner (e.g. surname_first name_application_position.pdf)
- Documents are complete and in a logical order (based on your CV)
- Check the subject line and attachments
- Short, professional e-mail text (do not repeat the cover letter)
- Include your contact details in the e-mail (e.g. use your e-mail signature)
- Check the recipient's address



Via online forms/ company portals

- Mandatory fields completed fully and correctly
- Used correct file formats and maximum file size
- Documents named informatively and uploaded correctly (display checked)
- Free text fields formatted correctly (copy-paste errors corrected)
- Automatic confirmation of receipt checked



Via career portals

- Profile is up to date and complete (data, qualifications, contact details)
- CV import checked for errors
- Optional: professional application photo uploaded
- Individual application (e.g. with motivation fields or short texts)
- Privacy and visibility settings checked



Via LinkedIn

- Profile up to date, complete, consistent with your CV
- Short text or motivation field thoroughly filled in
- PDF documents uploaded, if possible
- No one-click applications without complete documents



Via postal delivery

- Neatly printed documents with a uniform layout
- Sturdy envelope, no transparent film
- Full address written correctly