

German CV Checklist

The 12 things German recruiters check first – tick every box before you apply.

- ☐ **01 Tabular layout, newest first**
Dates on the left, content on the right, reverse chronological order. No US-style resume.
 - ☐ **02 Every entry has MM/YYYY dates**
No gaps without dates. A short honest line ("Language course", "Relocation") beats an unexplained gap.
 - ☐ **03 Residence status and start date**
EU citizen, Blue Card applied for, Opportunity Card – and your earliest start date, in the personal details.
 - ☐ **04 Reachable contact details**
Current city and country, phone with country code, a professional e-mail address, LinkedIn.
 - ☐ **05 A three-sentence short profile**
Your role, years of experience, one concrete result and your German level – at the very top.
 - ☐ **06 Job titles a German reader understands**
Use the German or international equivalent, not your company's internal title.
 - ☐ **07 Results, not duties**
Three to five bullet points per job, with numbers wherever possible ("cut response times by 40 %").
 - ☐ **08 Degree with recognition status**
Degree, grade, university – and whether it is recognised in Germany (anabin H+ or a recognition notice).
 - ☐ **09 Languages as CEFR levels**
A1 to C2, certificates named. Never "conversational" – and never claim more German than you have.
 - ☐ **10 Skills grouped, no rating bars**
Languages, tools, certificates in short groups. Stars and percentage bars mean nothing to a German recruiter.
 - ☐ **11 The right length**
One page for up to about five years of experience, two pages above that. Never three.
 - ☐ **12 Consistent with the job ad and cover letter**
Same job title, same dates, the ad's key words – and place and date at the end of the CV.
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Free German CV and cover letter template (Word): intucora.com/german-cv-template.html

Rather have it done for you? German Job Fit turns your CV into a German one for a specific job ad, explained in your language – intucora.com/german-job-fit.html