

German CV — Pre-Send Checklist

12 things to verify before every application

- CV saved as PDF: Lebenslauf_Firstname_Lastname.pdf
- Professional photo included
- All dates formatted as MM/YYYY
- Reverse chronological order throughout
- No gap longer than 3 months left unexplained
- Language levels are honest and realistic
- Key terms from the job posting appear in the CV
- No tables, text boxes or graphics (ATS risk)
- CV is max 2 pages (1 page if under 5 yrs exp.)
- Signature included at the bottom
- Email address is professional (firstname.lastname@)
- CV has been read aloud once to catch awkward phrasing