

## Your own profile – data, facts and stages

Perhaps you are wondering how to write a good application and prepare for job interview? In both cases, it is important to highlight your specific **personal aptitude** in an **individual** way, outline your **interests** and show your **personality**. This needs knowledge about yourself and about what makes you a good applicant. The better you know yourself, the better you can present yourself.

### Your profile as the basis for a great application

The key to presenting yourself well in an application, and the further recruitment process, is to know yourself. Your profile includes everything that describes you professionally. This also includes your qualifications, your experience or special knowledge. Once you have an overview of this, it will get easier to define the content of your application and to make specific arguments without forgetting anything or simply doing what everyone else is doing. And maybe, you will discover new facets about yourself that you were not aware of and which could be advantageous.

### Look at yourself and your previous career closely

Take a close look at yourself and record your profile in a personal document. There is a template in the Bewerbungstoolbox you can use for your collection. Do not send this document as part of your application. It is purely for your own use: for personal reflection about your wealth of experience, your decisions and your development, as well as for collecting data and facts.

### Record everything

Note all details about the stages in your past, for instance, study programme, internships, volunteer work, side jobs, work experience, stays abroad, further training. Also, think about your skills, e.g. software, languages, work equipment methods, your work-related interests and leisure pursuits.

### Be specific

To ensure that your application comes across as authentic and unique, it is not enough just to list your qualifications, skills or strengths. You need examples to proof it. Think about specific situations, content or tasks, and write down much too much initially, rather than too little. Who knows, you might be able to use it for other applications.

## Use various sources

Reflect on the following and look at the relevant documents:

- Stages, like a studies, vocational training, school, work placements, internships, projects, further training, PLUSPUNKT, volunteer work, part-time and side jobs, non-university activities, experience from abroad
- Study programmes and points of focus, certain courses, modules, projects, coursework and bachelor or/and master theses
- Professional activities, jobs, work placements, internships or volunteer positions
- Completed training and visited (online) courses as well as ongoing learning activities
- Distinctions, prizes, awards, scholarships
- Time spent abroad, volunteer year, other stages in your past
- Personal experience and important decisions
- Recommendations, references or feedback that you have received

## Invest some time – It is worth it!

It may seem like a huge task, but it is worthwhile compiling everything that is important and to reflect about yourself. Once you have started working, you can continue using the document to record developments in your career.



## Template

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## Personal data

Personal information	
First name, last name	
current status (e.g. student, graduate)	
Any previously achieved qualifications   Title (e.g. industrial clerk; B. Eng., M.Sc.)	
Address (residence and postal address in Germany)	
(Mobile) phone number	
E-mail address	
If necessary, homepage   Online profiles, e.g. XING, LinkedIn	
Date of birth   Place of birth (if it was abroad: country)	
for foreign nationals: Nationality	
for foreign nationals: Residency status/visa XX up to mm/yyyy	

## Studies

Your current studies   last degree	
Time period: mm/yyyy - mm/yyyy or mm/yyyy - today	
Degree course   Study programme	
(future) qualification	
Name of the higher education institution / university (if it was abroad: country)	
Current number of semesters	
Current grades	
Probable completion date mm/yyyy	
Main focuses   (Elective) modules + if necessary, projects, coursework, laboratory internships	
Thesis (incl. title, any cooperation partners, if necessary, grade, task, method, results)	
In what subjects, modules, tests, etc. did you get your best grades?	
What topics interested you the most?	
What tasks were easier for you than for others?	

If you have already completed another degree before your current degree, state this:	
Time period: mm/yyyy - mm/yyyy	
Degree course   Study programme	
Degree name	
Name of the higher education institution / university (if it was abroad: country)	
Main focuses   (Elective) modules + if necessary, projects, coursework, laboratory internships	
Master thesis or Bachelor thesis (incl. title, any cooperation partners, if necessary, grade, task, method, results)	
In what subjects, modules, tests, etc. did you get your best grades?	
What topics interested you the most?	
What tasks were easier for you than for others?	

If you have dropped out of a degree course, or if you changed the subject or higher education institution, also state this:	
Time period: mm/yyyy - mm/yyyy	
Degree course   Study programme	
Name of the higher education institution / university (if it was abroad: country)	
Point(s) of focus	
Subjects   Passed examinations	
Reason for changing or dropping out (changing in favour of...   To...   Wish for... )	
What did you get / learn from this time? Think about all subject-related and methodical skills you learnt, also from a personal and social point of view. Note any topics, experience or insights.	

Projects during your studies	
Project 1: Title   Topic	
Time period: mm/yyyy - mm/yyyy or mm/yyyy	
Tasks   goal(s)	
Number of team members	
Own role in the team	
Scope (hours, weeks in full-time or part-time)	
Description & details: Process, procedure, methods	
Result(s)	
What exactly did you do? What specific tasks did you carry out?	
Which of your personal strengths did you apply here? Describe the way in which you had a positive impact on the project.	



Projects during the scope of the degree	
Project 2: Title   Topic	
Time period: mm/yyyy - mm/yyyy or mm/yyyy	
Tasks   goal(s)	
Number of team members	
Own role in the team	
Scope (hours, weeks in full-time or part-time)	
Description & details: Process, procedure, methods	
Result(s)	
What exactly did you do? What specific tasks did you carry out?	
Which of your personal strengths did you apply here? Describe the way in which you had a positive impact on the project.	

Projects during the scope of the degree	
Project 3: Title   Topic	
Time period: mm/yyyy - mm/yyyy or mm/yyyy	
Tasks   goal(s)	
Number of team members	
Own role in the team	
Scope (hours, weeks in full-time or part-time)	
Description & details: Process, procedure, methods	
Result(s)	
What exactly did you do? What specific tasks did you carry out?	
Which of your personal strengths did you apply here? Describe the way in which you had a positive impact on the project.	

## Internships

Internships during or outside of your study programme   Mandatory or voluntary company internships	
<b>Internship 1</b>	
Time period: mm/yyyy - mm/yyyy	
Name of the department, area or business unit	
Name of the employer, town (if it was abroad: country)	
Brief description employer   Branch	
Scope (hours, weeks in full-time or part-time)	
Activities   Tasks: What exactly did you do? With whom or for whom did you do that? How did you do it?	
Goals   Results: What goals have you achieved? What were your work results?	
Strengths: What did you do particularly well? For what did you receive positive feedback? What did you particularly enjoy?	

**Internships during or outside of your study programme | Mandatory or voluntary company internships**

**Internship 2**

Time period: mm/yyyy - mm/yyyy

Name of the department, area or business unit

Name of the employer, town (if it was abroad: country)

Brief description employer | Branch

Scope (hours, weeks in full-time or part-time)

Activities | Tasks:

What exactly did you do?

With whom or for whom did you do that?

How did you do it?

Goals | Results:

What goals have you achieved?

What were your work results?

Strengths:

What did you do particularly well?

For what did you receive positive feedback?

What did you particularly enjoy?

**Internships during or outside of your study programme | Mandatory or voluntary company internships**

**Internship 3**

Time period: mm/yyyy - mm/yyyy

Name of the department, area or business unit

Name of the employer, town (if it was abroad: country)

Brief description employer | Branch

Scope (hours, weeks in full-time or part-time)

Activities | Tasks:

What exactly did you do?

With whom or for whom did you do that?

How did you do it?

Goals | Results:

What goals have you achieved?

What were your work results?

Strengths:

What did you do particularly well?

For what did you receive positive feedback?

What did you particularly enjoy?

## Voluntary year

Voluntary year (social, ecological, cultural etc.)   National voluntary service	
Time period: mm/yyyy - mm/yyyy	
Name of the department, area or professional field	
Name of the employer, town (if it was abroad: country)	
Brief description employer   Branch	
Number of hours a week (xx h/week)	
Activities   Tasks: What exactly did you do? With whom or for whom did you do that? How did you do it?	
Goals   Results: What goals have you achieved? What were your work results?	
Strengths: What did you do particularly well? For what did you receive positive feedback? What did you particularly enjoy?	

## Stays abroad & international experience

Stays abroad   International Experience	
<p>Work &amp; Travel: State the countries or continent, and include a description of what you did, e.g. harvest work in Australia.            Travel (without working)   Au-Pair work   Language courses etc.: State the job, town, country, language school or any other relevant locations.            Internship abroad: State this in the chapter "Internships" and add the country.</p>	
Time period: mm/yyyy - mm/yyyy	
State   Countries   Continent	
If necessary: Position / Department / Area / Business Unit	
Institution / organisation / company, town (country)	
Number of hours a week (xxh/week)	
Activities   Tasks: What exactly did you do? With whom or for whom did you do that? How did you do it?	
Goals   Results: What goals have you achieved? What were your work results?	
Strengths: What did you do particularly well? For what did you receive positive feedback? What did you particularly enjoy?	

## Professional & work experience

If you have already worked / if you already work in your professional field, please also state this (full time and part time)	
<b>Professional experience 1</b>	
Time period: mm/yyyy - mm/yyyy	
Name of the position, the profession or job title	
Department / Area / Business unit	
Name of the employer, town (if it was abroad: country)	
Brief description employer   Branch	
Personal or financial responsibility in figures (e.g. procurement volume or size of team)	
Role   Activities   Tasks   Responsibilities: For what are / were you responsible? What exactly do / did you do? With whom or for whom did / do you do that? How do / did you do it?	
Goals   Results: What goals have you achieved? What are/were your work results?	
Strengths: Where were you particularly successful? For what did you receive positive feedback? What did you particularly enjoy?	



If you have already worked / if you already work in your professional field, please also state this (full time and part time)	
<b>Professional experience 2</b>	
Time period: mm/yyyy - mm/yyyy	
Name of the position, the profession or job title	
Department / Area / Business unit	
Name of the employer, town (if it was abroad: country)	
Brief description employer   Branch	
Personal or financial responsibility in figures (e.g. procurement volume or size of team)	
Role   Activities   Tasks   Responsibilities: For what are / were you responsible? What exactly do / did you do? With whom or for whom did / do you do that? How do / did you do it?	
Goals   Results: What goals have you achieved? What are/were your work results?	
Strengths: Where were you particularly successful? For what did you receive positive feedback? What did you particularly enjoy?	

## Vocational / Professional Training

Completed professional training or school education	
Time period: mm/yyyy - mm/yyyy	
Degree name / Title of the certificate	
Name of the training institute / company, place (if it was abroad: country)	
Brief description of the company	
Departments / Areas / Business units in which you worked	
Activities   Tasks*	
Other (e.g. award, very good final grade, scholarship, thesis)	
If you have dropped out of a training program, also state this	
Time period: mm/yyyy - mm/yyyy	
Training name	
Name of the training institute/company	
Reason for changing or dropping out (changing in favour of...   To...   Wish for... )	

\*What exactly did you do? With whom or for whom did you do that? How did you do it? What were your work results?

## Student / side jobs

Part time jobs you had before, during or since your studies	
<b>Job 1</b>	
Time period: mm/yyyy - mm/yyyy	
Number of hours a week (xx h/week)	
Name of the position   Department, area or business unit (industry / branch)	
Name of the employer, town (if it was abroad: country)	
Activities   Tasks*	
<b>Job 2</b>	
Time period: mm/yyyy - mm/yyyy	
Number of hours a week (xx h/week)	
Name of the position   Department, area or business unit (industry / branch)	
Name of the employer, town (if it was abroad: country)	
Activities   Tasks*	

\*What exactly did you do? With whom or for whom did you do that? How did you do it? What were your work results?

Part time jobs you had before, during or since your studies	
<b>Job 3</b>	
Time period: mm/yyyy - mm/yyyy	
Number of hours a week (xx h/week)	
Name of the position   Department, area or business unit (industry / branch)	
Name of the employer, town (if it was abroad: country)	
Activities   Tasks*	
<b>Job 4</b>	
Time period: mm/yyyy - mm/yyyy	
Number of hours a week (xx h/week)	
Name of the position   Department, area or business unit (industry / branch)	
Name of the employer, town (if it was abroad: country)	
Activities   Tasks*	

\*What exactly did you do? With whom or for whom did you do that? How did you do it? What were your work results?

## School education

Name of the highest school-leaving qualification	
Period of the school visit: mm/yyyy - mm/yyyy	
Qualification name	
Name of the school, town (if it was abroad: country)	
If necessary, final grade	
If necessary, type of school (e.g. commercial college)	
Any special aspects of the school / school period	
If you completed an adult education course, state your earlier stages	
Period of the school visit: mm/yyyy - mm/yyyy	
Qualification name	
Name of the school, town (if it was abroad: country)	
If necessary, final grade	
If necessary, type of school (e.g. commercial college)	
Any special aspects of the school / school period	

## Additional skills & further knowledge

Languages	
Including classification of the level: contractual level   fluent (in word and letter)   very good, good (basic skills   or also: conversation level)	
Native tongue	
Foreign language 1	
Foreign language 2	
Foreign language 3	
IT skills	
Standard software e.g. MS Office, Acrobat Professional	
Subject-specific software and systems e.g. SAP, SPSS, CAD, Adobe InDesign, Project management programs	
Tools, e.g. Zoom, Adobe Connect, MS Teams	
Programming and other IT specifics	
More methodical know-how	
e.g. devices and equipment	
e.g. methods and processes	
Other specific know-how	

## Further training

Additional certificates that you have obtained:	
Examples: Languages, methods, specific knowledge, soft skills	
<b>Certificate   Final title</b>	
Time point or period mm/yyyy   mm/yyyy - mm/yyyy	
Testing organisation   Training provider	
If necessary, total number of lessons	
If necessary, contents	
Additional courses, seminars, or congresses that you have visited   Expertise, soft skills, methods, IT or language skills	
<b>Course   Topic   Title 1</b>	
Time point or period mm/yyyy   mm/yyyy - mm/yyyy	
Institution   Training provider	
If necessary, total number of lessons	
If necessary, contents	
<b>Course   Topic   Title 2</b>	
Time point or period mm/yyyy   mm/yyyy - mm/yyyy	
Institution   Training provider	
If necessary, total number of lessons	
If necessary, contents	

<b>Course   Topic   Title 3</b>	
Time point or period mm/yyyy   mm/yyyy - mm/yyyy	
Institution   Training provider	
If necessary, lessons	
If necessary, contents	
<b>Course   Topic   Title 4</b>	
Time point or period mm/yyyy   mm/yyyy - mm/yyyy	
Institution   Training provider	
If necessary, lessons	
If necessary, contents	



## Volunteering & commitment

Volunteer work and activities	
<b>Title   Topic 1</b>	
Time period: mm/yyyy - mm/yyyy	
Name of the position or department	
If necessary, number of hours a week (xx h/week)	
Institution/company, town (if it was abroad: country)	
Activities   Tasks*	
<b>Title   Topic 2</b>	
Time period: mm/yyyy - mm/yyyy	
Name of the position or department	
If necessary, number of hours a week (xx h/week)	
Institution/company, town (if it was abroad: country)	
Activities   Tasks*	

\*What exactly did you do? With whom or for whom did you do that? How did you do it? What were your work results?

## Other information

Interests and leisure pursuits	
e.g. sport (active & passive) types of sports   Travel, like backpacking, bike tours, trekking, training camps, kayak tours, cultural trips, city trips   DIY & technical pursuits, like restoring XY   Reading, e.g. crime fiction, fantasy, English novels, technical literature (what magazines, blogs?)   Playing music (what instrument?), listening to music (what kind?), collecting things (what/labels?)   Culture, e.g.: cinema, theatre, musical, art	
Scholarships	
Type of scholarship	
Time period: mm/yyyy - mm/yyyy	
Scholarship provider   Fund	
Prizes, awards and distinctions	
Name of the prize (and, if necessary rank / position)	
Awarding organisation	
Award topic / Project	
Publications and patents	
Title   Name	
Time point: mm/yyyy	
Details (e.g. publishing house, book, patent number and participating inventors)	