

Document Folder Checklist

▶ **Letter of application**

- ▶ Reference number of vacancy description in the title
- ▶ Personal form of address
- ▶ No spelling mistakes

▶ **Curriculum Vitae**

- ▶ Detailed layout (max. 2 - 3 pages)
- ▶ No missing information
- ▶ in table form

▶ **Documents**

- ▶ Certificates of employment
- ▶ Diplomas, reports or other certificates
- ▶ IT skill list (optional)
- ▶ Occupationally related list of published work (optional)
- ▶ Honours (optional)
- ▶ List with references (optional)