

## Online Application Checklist

### ▶ Documents

- ▶ CV
  - Well structured
  - A neat and professional layout
- ▶ Cover letter
  - Highlight skills and experiences that make you stand out from others
  - Explain why you think that you are the ideal candidate
- ▶ Other documents
  - Order: certificates of employment, diplomas, other certificates
  - Order of information: use a chronological order, always start with the latest information

### ▶ Format

- ▶ PDF or Word format
- ▶ Maximal size for files: 1 MB
- ▶ Unite all you application documents in a file
- ▶ Add photo to DV

### ▶ Application form

- ▶ Fill in all boxes, make sure you haven't left anything out
- ▶ Try to represent yourself well in the limited space given

### ▶ Email

- ▶ Choose a meaningful title for the reference box of your email
- ▶ Refer to the reference number mentioned in the vacancy description
- ▶ Find out preferred email address
- ▶ Send cover letter as email text or as an attachment