

Job application checklist

Dear Applicant,

In order to make your application as successful as possible, please make sure that you have included your personal and professional qualifications as well as important information such as address (email), telephone number and date of birth. The application should include a letter of application, your c.v. and copies of any relevant documents such as certificates, etc.

The letter of application should provide us with a first impression of your personality and your professional competence. That is why the following content is important:

- Contact info (full name, title, address, phone number, email address)
- Application text (motive for your application, why you are suitable for the job in question, subject area and location in which you would like to work.)

Your c.v. should provide a concise summary of your job experience and achievements so far. This includes information about you, your education, successes, additional qualifications and special interests. A tabular format provides us with the best overview, where the following points should be included:

- Personal info: name, address, telephone number, email address, date and place of birth, marital status
Current passport-sized photo
- Education: type of school and final year
- Additional training
- National/Military service
- Employment: professional history (listed chronologically starting with the last position with short summary of responsibilities)
- Internship, summer jobs (especially if you are a student or school-leaver)
- Further education (seminars, courses etc.)
- Computer capabilities
- Foreign languages (language, level)
- Hobbies and interests
- Date, location and signature

Attachments

Please attach to your c.v. copies of any professional certificates with the most recent first. Then attach copies of certificates relating to your education. The most important certificate should be on top. After that can follow any documents relating to courses, internships or letters of recommendation or any other information to support your application.

Please send your application to:
Schimetta Consult ZT Ges.m.b.H
Mag.(FH) Bettina Zwirner
A-4020 Linz, Landwiedstraße 23
bewerbung@schimetta.at

We wish you much success with your application and look forward to hearing from you soon.