

### **Writing your application**

It is important that your application is customised for the specific job you are applying for. Your application should include a CV and cover letter.

### **Cover Letter**

The cover letter is your chance to promote yourself and state why you are the right person for the job. Explain your motivation for applying and how your skills and qualifications match the job requirements. The cover letter should not be too long – approximately one page – so it is important that you are precise and to-the-point. Remember to check your letter for spelling errors.

### **CV**

Your CV should be a clear and brief overview of your education, experience, professional and personal qualifications and any other information you consider relevant for the job. Make sure that your CV is updated.

### **Supporting Documents**

You do not need to enclose letters of recommendation or a list of reference persons but we suggest that you bring them with you to the interview. If a qualification (degree/diploma,/PhD, etc.) is a requirement of the role, please bring all relevant certificates with you to the job interview.