

Summer Work Program

How to write a German CV

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Introduction

Are you ready to write a German CV? For your Summer Work Program application, you will create two CVs: one in English and one in German. Some internships will accept an English CV, but most require a German one. A quick overview:

- English and German CVs have different formatting conventions! The sample CVs below will help you get started.
- German Universities report grades differently, too – which is why you will need the GPA conversion chart as well.
- Writing a German CV requires more than just translating the language. You also have to consider cultural differences. What exactly does a “co-chair” of do? What is a “Triangle Club?” You may need to explain your relevant experiences and skills.

Your CV is your first impression for German internship hosts – take time & make it count!

STEP 1 – Get your English resume in top shape!

Your English-language CV is your starting point for your German CV, so make sure it is polished and presentable by consulting the resources at Princeton Career Services:

<https://careerservices.princeton.edu/resume>

Check out their comprehensive resume guide or schedule an appointment in person with one of their staff!

STEP 2 – Get Started!

Key Differences between American and German CVs

Take a look at this sample CV. Right away, you will notice a number of key differences between English- and German-language formatting for resumes:

For your mailing address at top, list your **Frist Campus mailbox number** – not your home address!

Birthplace, birthdate, citizenship

High-resolution Passport-size photo

[passport photo / headshot]

Qualifikationsprofil

Student name

Tel / Mobil: +1-609-555-5555
Adresse: Frist Center 0000, Princeton University, Princeton, NJ 08544 USA

Persönliche Daten:
Geburtsort:
Geburtsdatum:
Staatsangehörigkeit:

Studium

Bachelor-Studium an der Universität Princeton
Princeton, NJ USA
Voraussichtlicher Abschluss: Juni 2018
Hauptfach
Zertifikat
Notendurchschnitt: 3,3 (USA) = 1,7 (Deutschland)
Auszeichnungen

Berufserfahrung *(all work experience, including unpaid internships)*

9.2011- heute **Jobtitle.** Organization. Location
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** Organization. Location

If you do not have (much) previous formal work experience, you can combine the sections "**Berufserfahrung**" and "**Praxiserfahrung**" under a single heading: "**Berufs- und Praxiserfahrung**"

Praxiserfahrung *(leadership positions on or off campus, volunteer work, charity etc.)*

9.2011- heute **Jobtitle.** Organization. Location
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** Organization. Location

"Additional qualifications" include languages and computer skills, i.e. "**Elektronische Datenverarbeitung**"

Zusatzqualifikationen

Sprachen
Englisch: Muttersprache
Deutsch: B2 (gemäß Europäischem Referenzrahmen)

EDV-Kenntnisse

Microsoft Office: fundierte Kenntnisse
R (Programmiersprache): gute Kenntnisse

Sonstige Tätigkeiten *(hobbies, sports, clubs, fraternities, etc.)*

9.2011- heute **Role in activity.** Organization. Location
Tätigkeiten: [Description of work]

Be strategic in your inclusion of extracurriculars under "**Sonstige Tätigkeiten**" – what personal qualities or skills are you trying to highlight here? How would these be an asset in the work place?

Look closely at the **Studium** section:

Studium

Bachelor-Studium an der Universität Princeton

Princeton, NJ USA

Voraussichtlicher Abschluss: Juni 2018

Hauptfach

Zertifikat

Notendurchschnitt: 3,3 (USA) = 1,7 (Deutschland)

Auszeichnungen

Expected date of graduation

Major

Certificate(s)

GPA

Awards

“**Hauptfach**”? German and US-university systems differ in how soon student declare a major, and internship hosts will expect to see something in this field – even if you have not officially declared! If you have not declared a major and/or certificate, list your intended major instead. Use the chart below to report your GPA.

GPA Conversion Chart

USA		Deutschland	
Letter Grade	GPA	Note	Beschreibung
A+	4.3	1,0	
A	4.0	1,0	sehr gut
A-	3.7	1,3	
B+	3.3	1,7	
B	3.0	2,0	gut
B-	2.7	2,3	
C+	2.3	2,7	
C	2.0	3,0	befriedigend
C-	1.7	3,3	
D+	1.3	3,7	
D	1.0	4,0	ausreichend
F	0.0	5,0	nicht ausreichend

TIP: If you have more than one page, include your contact info on the second page as a header.

Student Name • student@princeton.edu • Tel: +1-609-555-5555.

Sonstige Tätigkeiten *(hobbies, sports, clubs, fraternities, etc.)*

Role in organization. Organization. Location

9.2011- 5.2012

Tätigkeiten: [Description of work]

CV Templates

Choose one of the CV Templates below – and make it your own!

- Use an **easy-to-read, uniform font**, such as Times New Roman, Calibri, Corbel, etc.
- Keep your fonts in black.
- List most recent positions, experiences, etc. first.

Qualifikationsprofil

Student name

Tel / Mobil: +1-609-555-5555

Adresse: Frist Center 0000, Princeton University, Princeton, NJ 08544 USA

Persönliche Daten:

Geburtsort

Geburtsdatum

Staatsangehörigkeit

[passport photo /
headshot]

Studium

Hauptfach

Zertifikat / Nebenfach

Auszeichnungen

Notendurchschnitt: 3,3 (USA) = 1,7 (Deutschland)

Berufserfahrung *(all work experience, including unpaid internships)*

9.2011- heute **Jobtitle.** Organization. Location
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** Organization. Location

Praxiserfahrung *(leadership positions on or off campus, volunteer work, charity etc.)*

9.2011- heute **Jobtitle.** Organization. Location
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** Organization. Location

Zusatzqualifikationen

Sprachen

Englisch: Muttersprache

Deutsch: B2 (gemäß Europäischem Referenzrahmen)

EDV-Kenntnisse

Microsoft Office: fundierte Kenntnisse

R (Programmiersprache): gute Kenntnisse

Sonstige Tätigkeiten *(hobbies, sports, clubs, fraternities, etc.)*

9.2011- heute **Role in activity.** Organization. Location
Tätigkeiten: [Description of work]

[passport photo /
headshot]

Student name

Adresse: Frist Center 0000, Princeton University, Princeton, NJ 08544 USA.
Tel: +1-609-555-5555.

Persönliche Daten

Geburtsdatum:

Geburtsort:

Staatsangehörigkeit:

Qualifikationsprofil

Studium

Bachelor-Studium an der Princeton Universität. *Princeton, NJ, USA*
Voraussichtlicher Abschluss: Juni 2018
Hauptfach
Zertifikat
Notendurchschnitt: 3,3 (USA) = 1,7 (Deutschland)
Auszeichnungen

Berufliche Erfahrungen

Jobtitle. Organization. Location 9.2011- 5.2012
Tätigkeiten: [Description of work]

Jobtitle. Organization. Location 9.2011- heute
Tätigkeiten: [Description of work]

Praxiserfahrung *(leadership positions on or off campus, volunteer work, charity etc.)*

Jobtitle. Organization. Location 9.2011- 5.2012
Tätigkeiten: [Description of work]

Jobtitle. Organization. Location 9.2011- heute
Tätigkeiten: [Description of work]

Sonstige Tätigkeiten *(hobbies, sports, clubs, fraternities, etc.)*

Role in organization. Organization. Location 9.2011- 5.2012
Tätigkeiten: [Description of work]

EDV-Kenntnisse

Microsoft Office: fundierte Kenntnisse
R (Programmiersprache): gute Kenntnisse

Sprachen

Englisch: Muttersprache
Deutsch: B2 (gemäß Europäischem Referenzrahmen)

Student name

Frist Center 0000, Princeton University, Princeton, NJ 08544 USA.
Tel: +1-609-555-5555.

[passport photo /
headshot]

Persönliche Daten:

Geburtsort

Geburtsdatum

Staatsangehörigkeit

QUALIFIKATIONSPROFIL

Studium

Bachelor-Studium an der Princeton Universität. *Princeton, NJ, USA*

Voraussichtlicher Abschluss: Juni 2018

Hauptfach:

Zertifikat:

Auszeichnungen:

Notendurchschnitt: 3,3 (USA) = 1,7 (Deutschland)

Berufserfahrung

9.2011- heute **Jobtitle.** *Organization. Location*
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** *Organization. Location*

Praxiserfahrung

9.2011- heute **Jobtitle.** *Organization. Location*
Tätigkeiten: [Description of work]

9.2012-12.2012 **Jobtitle.** *Organization. Location*

Zusatzqualifikationen

Sprachen

Englisch: Muttersprache

Deutsch: B2 (gemäss Europäischem Referenzrahmen)

EDV-Kenntnisse

Microsoft Office: fundierte Kenntnisse

R (Programmiersprache): gute Kenntnisse

Sonstige Tätigkeiten

9.2011- heute **Role in organization.** *Organization. Location*

STEP 3 – Translate your English resume into German

In their Resume Guide, Princeton Career Services recommends the **ACE** approach to crafting bullet points for your resume:

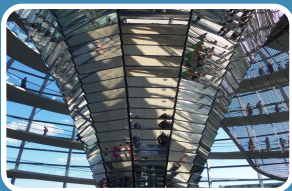
“Start with an **Action Verb** to show you did something. Then provide the **Context** for that action using quantitative and qualitative terms. Lastly, demonstrate the **End Result** of your actions to show the value of your contributions!”

Of course, writing action-oriented accomplishment statements in a foreign language is an additional challenge, since these sentences are the kind your German instructors hate: fragments!

Take a look at these examples in English (courtesy of Princeton Career Services Resume Guide):



Allocated \$1,500 budget to promote 2017 National Coming Out Day rally, increasing participation 25% over previous year.



Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.

Notice how in both examples (1) there is no grammatical subject (= implied subject is “I”, i.e. YOU), (2) the writing is dense, (3) additional clauses are tacked on for more information or context, and (4) tense matters a lot, i.e. is this work you are performing in your present position, or are you describing past activities.

Start with your action verb and direct object (if applicable):

dict.cc Deutsch-Englisch-Wörterbuch

Deutsch-Englisch-Übersetzung für: allocate

allocate Suche X äöüß...

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A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z Englisch: A

Wörterbuch Englisch → Deutsch: allocate Übersetzung 1 - 37 von 37

Englisch	Deutsch	
edit VERB to allocate allocated allocated ... SYNO to allocate to apportion	–	
to allocate sth.	etw. zuteilen	2740
to allocate	zuordnen	2187
to allocate	zuweisen	1139
to allocate	aufteilen	433
to allocate sth.	etw. bereitstellen [bes. finanzielle Mittel]	286
to allocate	verteilen	229

When selecting from multiple dictionary entries, pay attention to accompanying context or notes, idiomatic phrases, frequency (i.e. more frequent words appear higher on list), and special forms: click on the German word to see a full list of forms, and alternate translations into English. In German we might write the above English sentences like this:



Stellte ein Budget von \$1500 zugunsten der 2017 National Coming Out Day Versammlung **auf**, mit der Folge, dass die jährliche Teilnahmequote um 25% gestiegen ist.



Organisierte drei Spendenaktionen für örtliche Notunterkünfte, wodurch \$8000 eingesammelt und Aufmerksamkeit in der Gemeinschaft für diese Initiativen gesteigert wurde.

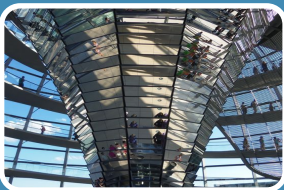
Notice too how this is not a word-for-word translation from the English, that is: the meaning is preserved, but structures and vocabulary may be changed to accommodate German conventions. **Hello, passive voice!**

TIP: You can also formulate sentences as a list of tasks with an infinitive instead: "ein Budget **aufstellen**," "drei Spendenaktionen **organisieren**," "Aufmerksamkeit **steigern**," etc.

Finally, German can do something that English finds inelegant: **turn any verb into a noun!** This gives you additional options for expressing the sense of any action in German, either as a verb or a noun:



Aufstellung eines Budgets von \$1500 zugunsten der 2017 National Coming Out Day Versammlung...



Organisation von drei Spendenaktionen für örtliche Notunterkünfte...

Translation Tips and Resources

- Use a trusted dictionary (we recommend **dict.cc** or **dict.leo.org**) and cross-check for context!
- If you are looking for examples of a word or phrase in context, **linguee.com** can pull examples from across the web for reference -- but note! their dictionary function is less reliable as a primary resource.
- Consult the list of German action verbs below!
- Say it in your own language: if you are struggling with a phrase or formulation from English, try starting in German rather than translating.
 - How would you describe your activity or job with the words you do know?
 - Trouble translating a tricky clause? Make it into a new sentence, or sentence fragment!
- A word of warning: action verbs and nouns are both great choices for your German CV, but each requires some grammatical gymnastics.
 - **Verbs:** Pay attention to tense, irregular conjugations, verb-noun or verb-preposition pairings;
 - **Nouns:** Pay attention to case and gender, noun-preposition or noun-verb pairings, etc.

STEP 4 – Get feedback early!

A CV is like any piece of writing: it takes multiple drafts to get it right. Almost all German CVs require extensive editing!

- Send your first draft to the SWP Assistant Director by the deadline.
- Due to a steady increase in applications over the last few years, we can no longer guarantee individual sessions for CV editing. The SWP receives over 50 applications in December, so be pro-active about getting feedback.
- German companies are very strict about the winter holidays. If you miss the campus deadline, you may not get a response from Germany until the end of January.
- Incomplete CVs containing spelling or formatting errors will not be considered.
- If you start early, you may even enjoy the process – and you will have a great *Qualifikationsprofil* to build on in the years to come.

German Action Verbs

When describing your past work and practical experience, you want the right verb for the job! Not every English word works the same in German, and vice versa. Here's a list to get you started!

Action Verbs: German > English

achten auf (AKK)	<i>to watch out for; to pay attention to</i>
aktualisieren	<i>to upgrade; to update</i>
analysieren	<i>to analyze</i>
an•leiten zu (DAT)	<i>to train sb. (AKK) for sth. (DAT)</i>
an•setzen (eine Frist, einen Termin, einen Preis)	<i>to set (a deadline, a date, a price)</i>
antizipieren	<i>to anticipate</i>
auf•stellen	<i>to arrange; to compile; to formulate sth.</i>
aus•führen	<i>to implement sth.; to perform, carry out sth.; to realize (a plan)</i>
bauen	<i>to build</i>
bearbeiten	<i>to treat sth.; to revise, edit</i>
beaufsichtigen	<i>to oversee; to supervise</i>
befragen	<i>to survey; to interview; to poll; to debrief sb.</i>
begrüßen	<i>to greet</i>
beraten	<i>to advise</i>
berechnen	<i>to calculate; to compute; to work out</i>
bestellen	<i>to order; to book sth.</i>
bestimmen	<i>to determine; to define; to assign</i>
dienen als	<i>to serve as; to function as</i>
dokumentieren	<i>to document</i>
durch•führen (eine Umfrage, ein Interview)	<i>to conduct (a survey, an interview)</i>
ein•richten	<i>to arrange sth.; to set up</i>
ein•setzen	<i>to apply sth.; to introduce; to put sth. to use</i>
empfehlen	<i>to recommend (to sb. = DAT)</i>
engagieren	<i>to engage the services</i>
entwerfen	<i>to design; to sketch; to outline; to conceptualize</i>
sich engagieren für	<i>to be active in</i>
sich engagieren in (DAT)	<i>to get involved in</i>
entscheiden	<i>to decide; to determine</i>
entwickeln	<i>to develop</i>
erhalten	<i>to maintain (i.e. a list, a website); to receive sth. (i.e. training, funds)</i>
erklären	<i>to explain</i>

erleichtern	<i>to facilitate; to make easier</i>
erreichen	<i>to reach; to accomplish (i.e. a goal)</i>
ersetzen	<i>to replace sth.; to take over from sb.</i>
erstellen (eine Liste)	<i>to compile (a list); to create sth.; to prepare</i>
erweitern	<i>to expand; to extend; to broaden</i>
evaluieren	<i>to evaluate</i>
fördern	<i>to support sb./sth.; to promote; to encourage</i>
formulieren	<i>to formulate; to draft</i>
forschen	<i>to research; über X forschen: to do research on X</i>
füllen	<i>to fill sth.</i>
generieren	<i>to generate (i.e. contacts, leads)</i>
helfen (DAT)	<i>to help; jdm. bei etw (DAT) helfen: to help sb. with sth.</i>
identifizieren	<i>to identify</i>
informieren	<i>to inform</i>
installieren	<i>to install</i>
interpretieren	<i>to interpret</i>
inventarisieren	<i>to inventarize</i>
kommunizieren	<i>to communicate</i>
kontrollieren	<i>to check; to monitor; to inspect; to test (i.e. for quality)</i>
koordinieren	<i>to coordinate</i>
lehren	<i>to teach; to instruct</i>
leiten	<i>to oversee; to run sth.; to lead</i>
liefern	<i>to deliver; to supply</i>
lösen (ein Problem)	<i>to solve (a problem)</i>
machen	<i>to make; to do</i>
messen	<i>to measure</i>
nach•prüfen	<i>to review; to check; to verify</i>
ordnen	<i>to put in order; to tabulate; to arrange; to organize</i>
organisieren	<i>to organize</i>
pflegen	<i>to maintain sth.; to care for sth./sb.</i>
planen	<i>to plan</i>
präsentieren	<i>to present</i>
programmieren	<i>to program</i>
recherchieren	<i>to research; to do research; to investigate</i>
rekonstruieren	<i>to reconstruct</i>
rekrutieren	<i>to recruit</i>
reparieren	<i>to repair</i>

sammeln	<i>to collect; to gather; to compile</i>
schaffen schuf geschaffe	<i>to create, execute</i>
schaffen schaffte geschafft	<i>to manage, to accomplish</i>
schreiben	<i>to write</i>
sensibilisieren für	<i>to raise sb.'s awareness for</i>
steigern	<i>to increase; to enhance</i>
teil•nehmen an (DAT)	<i>to take part in; to participate in</i>
testen	<i>to test</i>
überprüfen	<i>to review; to check; to monitor; to test</i>
übersetzen	<i>to translate</i>
um•setzen	<i>to implement (i.e. a plan, a decision); to convert</i>
unterrichten	<i>to instruct; to teach</i>
unterscheiden	<i>to distinguish; to discern; to make out</i>
untersuchen	<i>to examine; to investigate; to explore; to study</i>
verändern	<i>to change</i>
verbessern	<i>to improve</i>
vereinfachen	<i>to simplify</i>
vereinheitlichen	<i>to unify; to standardize</i>
verfassen	<i>to write; to draft; to prepare; to compose</i>
verkaufen	<i>to sell</i>
veröffentlichen	<i>to publish</i>
verstehen	<i>to understand</i>
verteilen	<i>to distribute; to dispense; to give out</i>
vor•bereiten	<i>to prepare; to prep; to arrange</i>
vor•schlagen	<i>to recommend; to propose; to suggest</i>
vor•stellen (AKK)	<i>to introduce</i>
vor•tragen	<i>to present; to communicate sth. to sb. (DAT)</i>
zählen	<i>to count; to checkoff</i>
zeichnen	<i>to draw; to sketch</i>
zeigen	<i>to show; to demonstrate</i>
zu•hören	<i>to listen to</i>
zusammen•fassen	<i>to summarize; to condense</i>
zusammen•stellen	<i>to assemble sth.; to arrange; to compose</i>
zu•weisen	<i>to allocate sth. (i.e. a budget); to allot; to assign</i>

Action Verbs: English > German

<i>to advise</i>	beraten
<i>to allocate sth. (i.e. a budget); to allot; to assign</i>	zu•weisen
<i>to analyze</i>	analysieren
<i>to anticipate</i>	antizipieren
<i>to apply sth.; to introduce; to put sth. to use</i>	ein•setzen
<i>to arrange sth.; to set up</i>	ein•richten
<i>to arrange; to compile; to formulate sth.</i>	auf•stellen
<i>to assemble sth.; to arrange; to compose</i>	zusammen•stellen
<i>to be active in</i>	sich engagieren für
<i>to build</i>	bauen
<i>to calculate; to compute; to work out</i>	berechnen
<i>to change</i>	verändern
<i>to check; to monitor; to inspect; to test (i.e. for quality)</i>	kontrollieren
<i>to collect; to gather; to compile</i>	sammeln
<i>to communicate</i>	kommunizieren
<i>to compile (a list); to create sth.; to prepare</i>	erstellen (eine Liste)
<i>to conduct (a survey, an interview)</i>	durch•führen (eine Umfrage, ein Interview)
<i>to coordinate</i>	koordinieren
<i>to count; to checkoff</i>	zählen
<i>to create, execute</i>	schaffen schuf geschaffe
<i>to decide; to determine</i>	entscheiden
<i>to deliver; to supply</i>	liefern
<i>to design; to sketch; to outline; to conceptualize</i>	entwerfen
<i>to determine; to define; to assign</i>	bestimmen
<i>to develop</i>	entwickeln
<i>to distinguish; to discern; to make out</i>	unterscheiden
<i>to distribute; to dispense; to give out</i>	verteilen
<i>to document</i>	dokumentieren
<i>to draw; to sketch</i>	zeichnen
<i>to engage the services</i>	engagieren
<i>to evaluate</i>	evaluieren
<i>to examine; to investigate; to explore; to study</i>	untersuchen
<i>to expand; to extend; to broaden</i>	erweitern
<i>to explain</i>	erklären
<i>to facilitate; to make easier</i>	erleichtern
<i>to fill sth.</i>	füllen

<i>to formulate; to draft</i>	formulieren
<i>to generate (i.e. contacts, leads)</i>	generieren
<i>to get involved in</i>	sich engagieren in (DAT)
<i>to greet</i>	begrüßen
<i>to help; jdm. bei etw (DAT) helfen: to help sb. with sth.</i>	helfen (DAT)
<i>to identify</i>	identifizieren
<i>to implement (i.e. a plan, a decision); to convert</i>	um•setzen
<i>to implement sth.; to perform, carry out sth.; to realize (a plan)</i>	aus•führen
<i>to improve</i>	verbessern
<i>to increase; to enhance</i>	steigern
<i>to inform</i>	informieren
<i>to install</i>	installieren
<i>to instruct; to teach</i>	unterrichten
<i>to interpret</i>	interpretieren
<i>to introduce</i>	vor•stellen (AKK)
<i>to inventarize</i>	inventarisieren
<i>to listen to</i>	zu•hören
<i>to maintain (i.e. a list, a website); to receive sth. (i.e. training, funds)</i>	erhalten
<i>to maintain sth.; to care for sth./sb.</i>	pflügen
<i>to make; to do</i>	machen
<i>to manage, to accomplish</i>	schaffen schaffte geschafft
<i>to measure</i>	messen
<i>to order; to book sth.</i>	bestellen
<i>to organize</i>	organisieren
<i>to oversee; to run sth.; to lead</i>	leiten
<i>to oversee; to supervise</i>	beaufsichtigen
<i>to plan</i>	planen
<i>to prepare; to prep; to arrange</i>	vor•bereiten
<i>to present</i>	präsentieren
<i>to present; to communicate sth. to sb. (DAT)</i>	vor•tragen
<i>to program</i>	programmieren
<i>to publish</i>	veröffentlichen
<i>to put in order; to tabulate; to arrange; to organize</i>	ordnen
<i>to raise sb.'s awareness for</i>	sensibilisieren für
<i>to reach; to accomplish (i.e. a goal)</i>	erreichen
<i>to recommend (to sb. = DAT)</i>	empfehlen

<i>to recommend; to propose; to suggest</i>	vor•schlagen
<i>to reconstruct</i>	rekonstruieren
<i>to recruit</i>	rekrutieren
<i>to repair</i>	reparieren
<i>to replace sth.; to take over from sb.</i>	ersetzen
<i>to research; to do research; to investigate</i>	recherchieren
<i>to research; über X forschen: to do research on X</i>	forschen
<i>to review; to check; to monitor; to test</i>	überprüfen
<i>to review; to check; to verify</i>	nach•prüfen
<i>to sell</i>	verkaufen
<i>to serve as; to function as</i>	dienen als
<i>to set (a deadline, a date, a price)</i>	an•setzen (eine Frist, einen Termin, einen Preis)
<i>to show; to demonstrate</i>	zeigen
<i>to simplify</i>	vereinfachen
<i>to solve (a problem)</i>	lösen (ein Problem)
<i>to summarize; to condense</i>	zusammen•fassen
<i>to support sb./sth.; to promote; to encourage</i>	fördern
<i>to survey; to interview; to poll; to debrief sb.</i>	befragen
<i>to take part in; to participate in</i>	teil•nehmen an (DAT)
<i>to teach; to instruct</i>	lehren
<i>to test</i>	testen
<i>to train sb. (AKK) for sth. (DAT)</i>	an•leiten zu (DAT)
<i>to translate</i>	übersetzen
<i>to treat sth.; to revise, edit</i>	bearbeiten
<i>to understand</i>	verstehen
<i>to unify; to standardize</i>	vereinheitlichen
<i>to upgrade; to update</i>	aktualisieren
<i>to watch out for; to pay attention to</i>	achten auf (AKK)
<i>to write</i>	schreiben
<i>to write; to draft; to prepare; to compose</i>	verfassen