German
Department
Princeton

Summer Work Program
How to write a German CV

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 many require a German one.   A quick overview:

- English and German CVs have different formatting conventions!
- German Universities report grades differently, too – which is why you will need the GPA conversion chart.
- 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.

Resume or CV?

Resumes are shorter and emphasize work experience. CVs may be longer and emphasize academic experience and publications. For a Summer Work Program internship, there's not much difference – the differences will play a greater role after you graduate and start applying for jobs. This guide uses the term "CV." No matter what you call it:

- You should include **as much information about your academics, jobs, skills and interests as possible** – as you would on a CV.

- But **keep it as succinct as possible** – as you would on a resume.

Special Cases

Seniors

Do you want to work in Germany after you graduate? A typical *Lebenslauf* for postgraduate positions is longer, more detailed, and chronological. The Assistant Director can help!

STEM

You should adapt your English CV according to the instructions in Step 2 below, **even if you do not need a German CV**. STEM internships that may require a German-language CV and/or German proficiency include:

- Hospitals
- Environmental Policy
- Industry

STEP 1 – Get your English CV 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's Center for Career Development:

https://careerdevelopment.princeton.edu/guides

STEP 2 – Adapt your English CV

Key Differences between American and German CVs

You should adapt your English-language CV so that it makes sense to someone in Germany -- even if you don't need a German-language CV. **Take a look at the English CV templates below,** and pay close attention to the main differences.

Basic Information

- Include your telephone country code, e.g. +1-609-555-5555 (USA)

- Include Place of Birth, Birthdate, Citizenship.   You do not have to include your place of birth or birthdate, **but you should include your citizenship.**

- German CVs often include a profile photo. **The photo is optional.**

TIP: **Do you have remote work experience?**

That's a plus! Your bullet lists can mention remote work experience involving internships, campus jobs, academic research, clubs & leadership positions, innovative creative projects, etc.

Education

- Bachelor Degree Candidate [specify A.B. or B.S.E], Princeton University. *Princeton, New Jersey USA*

- Include your expected date of graduation

- **Major:** German and US-university systems differ in how soon students 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.**

- Include your Grade Point Average, e.g. "3.3(USA) = 1,7(Germany)". **See below for GPA conversion chart.**

Languages and Technical Skills

- List language proficiencies according to the **Common European Framework of Reference for Languages (CEFR)** , e.g. "**German: B2**"

- Technical and other skills. All of your skills are important, no matter what you're applying for! You may have more skills than you realize. Include commonly overlooked skills like Social Media, Google Apps, graphic design, (e.g. posters and flyers), web design, and specialized lab skills

STEP 3 – Translate your English CV into German

How to look up words

- 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.

- If you have to choose between several meanings:
    - click on the German word for idiomatic phrases and forms
    - see which word gets more results on **google.de.**

- Is it the right word? Watch out for:
    - prepositional phrases (*freuen auf ≠ freuen über*, etc.)
    - reflexive verbs, dative verbs, transitive / intransitive verbs (does it need a direct object?)

How to organize your sections

First, take a look at the section headings in the **German CV templates** below. Choose whichever are the best fit for you.

- **Berufserfahrung** or **Berufliche Erfahrungen** – **professional experience** in your field. May include **internship experience** related to your field.

- **Praxiserfahrung** – **internship experience**, may include **leadership positions** on campus or elsewhere.

- **Berufs- und Praxiserfahrung** – includes **all of your work and internship experience**. Often the best choice.

- **Ehrenamtliches** – literally "volunteer work," this can include leadership positions and extracurricular activities **related to your internship application** that you just want to emphasize.

- **Sonstige Tätigkeiten** – **other extracurriculars** unrelated to your main academic and professional goals.

- **Zusatzqualifikationen** – languages, technical skills, other skills, special qualifications, certifications.

> *TIP:* If you need more than one page or have lots of skills, put *Zusatzqualifikationen* first.
>
> Extracurriculars can go on page 2.

- **Other** – you may need additional sections, such as *Stipendien* (fellowships and scholarships); *Publikationen* (academic articles); *Forschung* (if you have extensive research experience), etc.

How to translate job titles

- Pay attention to gender, number and case: use correct adjective and noun endings.

- If you cannot find a translation for the job title, do not translate it. The description is more important.

- Do not translate proper names, names of organizations, institutions, titles of publications. You can include a translation if necessary.

How to translate job descriptions

Tips for getting started

- 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!

- Use **google.de** to look up the **Stellenbeschreibung** (job description or posting) – there may be jargon or idiomatic phrases used for common jobs.

Action Verbs! Action Nouns!

In their Resume Guide, Princeton's Center for Career Development 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 the Center for Career Development's Guide):

Allocated $1,500 budget to promote 2017 National Coming Out Day rally, increasing participation 25% over previous year.
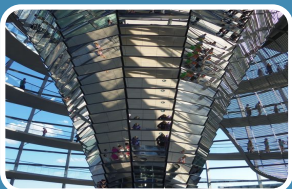
*Coordinated three fundraising events for local shelters, raising $8,000 and greatly improving community awareness.*

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. whether you are describing a current position or past position.

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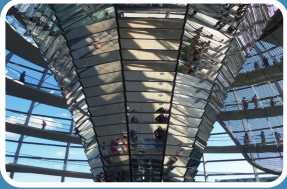
Organisierte drei Spendenaktionen für örtliche Notunterkünfte, wodurch $8000 eingesammelt und Bewusstsein in der Gemeinschaft für diese Initiativen gesteigert wurde.

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!** For more variety, you can use infinitives: "ein Budget **aufstellen**," "drei Spendenaktionen **organisieren"**, etc.

Finally, German can do something that English finds inelegant: **turn any verb into a noun**! Succinct and punchy, it is often the better option. 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...
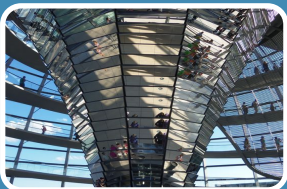
Organisation von drei Spendenaktionen für örtliche Notunterkünfte...

Common phrases include:

- Analyse von
- Beratung von
- Erstellung von
- Koordination von
- Korrespondenz mit
- Organisation von
- Recherche zu
- Teilnahme an + **Dat.**
- Verantwortlich für
- Verfassung von
- Verwaltung von
- Vorbereitung von
- Zusammenarbeit mit

> **Mix it up! Too many *"von"s?* Use some Genitives:**
>
> Verwaltung **von dem** Budget > Verwaltung **des** Budgets
> Erstellung **von einem** Bericht > Erstellung **eines** Berichts
>
> **Works great with adjectives, too:**
> Organisation **einer zweitägigen** Konferenz

Here are some examples from **actual German CVs** (slightly edited for confidentiality.)

- Zusammenarbeit und Austausch mit [Name of Company] Kollegen weltweit

- Vorbereitung von steuerrelevanten Erklärungen

- Korrespondenz mit Mandanten und Finanzverwaltung

- Selbstständige Erstellung der Umsatzsteuervoranmeldungen

- Organisations- und Verwaltungstätigkeiten

- Teilnahme am zweitägigen Workshop, "How to succeed in business without really trying", [Name of Company]

- Praktikum im Bereich Finanzierung Main und Verbriefung

- Erstellung von Kundenpräsentationen
- Beratung nationaler und internationaler Unternehmen

ACHTUNG! The grammar can be tricky.

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…

STEP 4 – Get feedback early!

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

- **Proofread carefully**. Incomplete CVs containing spelling or formatting errors will not be considered.
- **Track your drafts**. You can include the date as part of the filename, e.g. "Your Name. English CV.20.Nov.2020.docx".
- Send your first draft to the SWP Assistant Director as soon as possible. Email the Assistant Director to confirm that your draft was received.
- 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.**

STEP 5 – Final Draft

- This is **your** CV. Proofread the final draft yourself. **German employers do not accept CVs with grammar and spelling errors.**
- Export your final draft as a PDF. **Make sure it looks professional.** The Assistant Director can help edit your PDF if necessary.
- Email the Assistant Director to confirm that your final draft CV was received.

Resources

GPA Conversion Chart

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

CV Templates

There are countless CV styles. Choose one of the styles below – and make it your own! Here are some ideas to get you started:

- Font – Use an **easy-to-read, uniform font**, such as Times New Roman, Calibri, Corbel, etc.
- Color – Black font for the main entries. You can use other colors for lines, "Qualifikationsprofil," etc.
- You can customize the layout and formatting.
- If you have more than one page, put your name and contact info as a header on the subsequent pages.
- For more ideas, look up "Lebenslauf Muster" on **google.de**

> **Confused? Not sure what to put where?**
>
> **How to organize your sections** has detailed instructions.

Student Name

Tel/Mobil: +1-609-555-5555 | (UK) +445555555555
E-Mail: student@princeton.edu
Address: [Where you receive mail]

Place of Birth
Birthdate
Citizenship

Education	Bachelor Degree Candidate, Princeton University. *Princeton, New Jersey, USA*
	Graduation June 2022
	Major [Major]
	Certificates [Certificates]
	Grade Point Average 3.3(USA) = 1,7(Germany)
	Relevant Coursework

Awards	Award *Context*
	Award *Context*

Experience *(work and internship experience)*

Jan. 2019 – Present	**Job title**, Organization. Location City, State, Country
	Description of work

Leadership *(leadership positions, volunteer work, charity; extracurriculars you want to highlight)*

Jan. 2019 – Jun. 2020	**Job title**, Organization. Location City, State, Country
	Description of work

Extracurricular Activities *(extracurricular activities, hobbies, sports, clubs, fraternities, etc.)*

Sep.2018 – Present	**Role in activity**, Organization. Location City, State, Country

---

Additional Qualifications

Languages	**English:** Native Speaker	**German**: B2
Technical Skills	**Python:** beginner	**Microsoft Office**: proficient

Student Name

[Address where you receive mail]
+1-609-555-5555 | student@princeton.edu

Place of Birth:
Birthdate:
Citizenship:

Education

Bachelor Degree [A.B. / B.S.E.] Candidate, Princeton University. *Princeton, NJ, USA*
Graduation: **June 2021**
Major:
Certificates:
Grade Point Average: **3.3 (USA) = 1,7 (Deutschland)**
Relevant Coursework:

Awards

Experience *(work and internship experience)*

Jan. 2019 – Present   **Job title,** *Organization. Location City, State, Country*
- Description
- Description

Leadership *(leadership positions, volunteer work, charity; extracurriculars you want to highlight)*

Jan. 2019 – Jun. 2019   **Job title,** *Organization. Location City, State, Country*
- Description
- Description

Extracurricular Activities *(extracurricular activities, hobbies, sports, clubs, fraternities, etc.)*

Sep. 2020 – Present   **Role in activity [or „Member"],** *Organization. Location City, State, Country*

Additional Qualifications

Languages   **English:** Native Speaker
                          German: B2 (CEFR)
                          Chinese: B1 (CEFR)

Technical Skills   **Python:** beginner

Qualifikationsprofil
Student Name

Tel/Mobil: +1-609-555-5555 | (UK) +445555555555
E-Mail: student@princeton.edu
Anschrift: [Where you receive mail]

Persönliche Daten
Geburtsort
Geburtsdatum
Staatsangehörigkeit

Studium	Bachelor-Studium an der Universität Princeton. *Princeton, NJ USA*	
	Voraussichtlicher Abschluss	Juni 2022
	Hauptfach	[Major]
	Zertifikat/Nebenfach	[Certificates]
	Notendurchschnitt	3.3 (USA) = 1,7(Deutschland)
* Pick one	***Studienschwerpunkte**	*[Relevant coursework in your major]*
	*Relevante Kursarbeit	*[Relevant coursework, not necessarily in your major]*

Auszeichnungen	Award *Context*
	Award *Context*

Berufserfahrung *(work experience)*

Praxiserfahrung *(internship experience)*

Berufs- und Praxiserfahrung *(work and internship experience)*

01.2019 – heute	**Job title**, Organization. Location City, State, Country
	Tätigkeiten: Description of work

Ehrenamtliches *(leadership positions, volunteer work, charity; extracurriculars you want to highlight)*

01. 2019 – 06.2019	**Job title**, Organization. Location City, State, Country
	Tätigkeiten: Description of work

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

09.2018-heute	Role in activity /"Mitglied" (member), Organization. Location City, State, Country

---

Zusatzqualifikationen

Sprachen	**Englisch:** Muttersprache	**Deutsch**: B2
Computerkentnisse	**Python:** Grundkenntnisse	**Microsoft Office**: fundierte Kenntnisse

Qualifikationsprofil
Student Name

[Address where you receive mail]
+1-609-555-5555 | student@princeton.edu

Persönliche Daten
Geburtsort: Geburtsdatum: City, State, Country
Staatsangehörigkeit: Day Month Year

Studium

Bachelor-Studium an der Universität Princeton. *Princeton, New Jersey, USA*
Voraussichtlicher Abschluss: **Juni 2021**
Hauptfach: **[Major]**
Zertifikate: **[Certificate(s)]**
Notendurchschnitt: **3.5 (USA) = 1,5 (Deutschland)**
*Studienschwerpunkte: *[Relevant coursework in your major]*   *Pick one
*Relevant Kursarbeit: *[Relevant coursework, not necessarily in your major]*

Auszeichnungen

Berufserfahrung *(work experience)*
Praxiserfahrung *(internship experience)*
Berufs- und Praxiserfahrung *(work and internship experience)*

seit 01.2019   **Job title,** *Organization. Location City, State, Country*
                      • Description
                      • Description

Ehrenamtliches
01.2019 – 06.2019   **Job title,** *Organization. Location City, State, Country*
                      • Description
                      • Description

Sonstige Tätigkeiten *(extracurricular activities, hobbies, sports, clubs, fraternities, etc.)*
seit 09.2019   **Role in activity /"Mitglied"** (member), *Organization. Location City, State, Country*

Zusatzqualifikationen
Sprachen   Englisch: Muttersprache
                      Deutsch: B2
                      Chinesisch: B1

Computerkenntnisse Python: Grundkenntnisse
                        Microsoft Office: fundierte Kenntnisse

German Action Words

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

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

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

Action Verbs: English > German

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

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

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