

Summer Work Program

How to write a German CV

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Introduction

Are you ready to write a German-language CV? First of all, you should find out if you need one:

- Many STEM internships do not require a German-language CV. These include Max Planck Institutes, Helmholtz research internships, TUM PREP, the Ruhr Fellowship, and Humboldt affiliates such as the Romanczuk Lab and Sysbio-Religio. **However, you still need to adapt your English-language CV so that it makes sense to someone in Germany.** Use the Summer Work Program’s **Adapt your English CV – Quick Guide**, which you can find in the SWP Shared Resources Folder, (under ‘Useful Links’ on the [SWP website](#)).
- STEM internships that may require a German-language CV and/or German proficiency include:
 - STEM Industry (e.g., engineering, tech, pharmaceutical)
 - Hospitals (clinical)
 - TU-Darmstadt Energy & Environment
- **All other SWP internships require a German-language resume.**

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!

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. A typical *Lebenslauf* for postgraduate positions is longer, more detailed, and chronological. 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. You might need two pages.
- But **keep it as succinct as possible** – as you would on a resume.

Key Differences

- Writing a German CV requires more than just translating the language. You also have to consider cultural differences – and think outside the “Orange Bubble”. What exactly does a “co-chair” do? What is a “Triangle Club?” For that matter, what does “NJ” mean?
- English and German CVs have different formatting conventions.
- German Universities report grades differently, too – which is why you will need the GPA conversion chart.

Step-by-Step Instructions

It takes most students four drafts to write a German-language CV, so **keep track your drafts**. You can include the date and version number as part of the filename, e.g. "Your Name. CV-draft 1.20.Nov.2022.1.docx". 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 1: Adapt your English CV

Language: **English** • Format: **Microsoft Word or Google Doc**

First, make a few changes to your English-language CV so that it conforms to German conventions and SWP requirements. This will be the basis for your German-language CV. (If you don't need a German-language CV, this is all you need to do!)

When your first draft is finished, upload it your SWP folder and ask the Assistant Director for feedback.

Step 2: Translate section headings and job titles

Languages: **English & German** • Format: **Microsoft Word or Google Doc**

Now, re-organize your entries and sections (if necessary) and **translate the following items:**

- All headings and sub-headings in the templates, e.g.:
- **Voraussichtlicher Abschluss, Hauptfach, Nebenfach, Sprachen, Technische Fähigkeiten**, etc. **This is easy! Just copy and paste.**
- Dates
- Job titles

When your second draft is finished, upload it your SWP folder and ask the Assistant Director for feedback.

Never translate proper nouns, such as:



- Course titles
- Companies
- Organizations
- Publications
- Clubs

You may include a translation in brackets if you wish



Do not translate job descriptions – yet. You'll do that in the **third** draft.

Step 3: Translate job descriptions

Language: **German** • Format: **Microsoft Word or Google Doc**

When your third draft is finished, upload it your SWP folder and ask the Assistant Director for feedback.

Step 4: Final Draft

Language: **German** • Formats: **PDF and Microsoft Word or Google**

Make any final corrections, format, and export to PDF. Make sure the PDF is formatted correctly.

When your final draft is finished, upload it your SWP folder inform the Assistant Director.



Check for typos!

STEP 1 – First Draft

Language: English
Format: Microsoft Word or Google Doc

Don't have an English-language CV yet? Your English-language CV is your starting point for your German CV. Consult the resources at Princeton's Center for Career Development: <https://careerdevelopment.princeton.edu/guides>

First, you will make a few changes to your English-language, American CV so that it conforms to German conventions and SWP requirements. This will be the basis for your German-language CV.

When your first draft is finished, upload it your SWP folder and ask the Assistant Director for feedback.

Key Differences between American and German CVs

Before you translate the *language* of your CV, you need to translate the *cultural conventions*, so that it makes sense to someone in Germany. This will make it much easier to translate the language. Look at the English CV templates below and pay close attention to the main differences:

1. Personal Information: Include place of Birth, birthdate, and **citizenship**. Your place of birth and birthdate are optional, but **you must include your citizenship**.

2. Phone numbers and addresses

- Include the country code and country, e.g. +1-609-555-5555 (USA), +44 (0)55 5555 5555 (UK)
- **All addresses on your resume must include the country**, e.g., Princeton, NJ, USA. Most German employers do not know what "Cedar Rapids, IA" or "Duluth, MN" mean!

3. Education

- Bachelor's Degree Candidate [optional: specify A.B. or B.S.E], Princeton University. *Princeton, New Jersey USA*
- Include **your expected date of graduation**: "Graduation: June 2025" or "Expected Graduation: June 2025"
- Include **relevant coursework** for the current Academic Year (including the spring semester).
- **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., "GPA: 3.3(USA) = 1,7(Germany)". **You must include your actual GPA along with the conversion! See below for GPA conversion chart:**

USA	Letter	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
	GPA	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0
Germany	Grade ("Note")	1,0	1,0	1,3	1,7	2,0	2,3	2,7	3,0	3,3	3,7	4,0	5,0

3. Experience

- List all work, internship, and extracurricular experience **consistently**, in the following or a similar format:

Start Date – End Date	Job title, Organization. Location City, State, Country
-----------------------	--

Jan. 2022 – Present	Intern , Big Tech Company. Seattle, Washington, U.S.A.
Sep. 2021 – May 2022	Editor , <i>The Daily Princetonian</i> . Princeton University, Princeton, New Jersey, U.S.A.

4. Languages and Technical Skills

- List language proficiencies according to the [Common European Framework of Reference for Languages \(CEFR\)](#), e.g. **“German: B2”**
 - If CEFR levels are not used for one of your languages, you may indicate your proficiency as “Beginner”, “Intermediate”, or “Advanced”, e.g. **“Latin: Advanced”**
 - Remember to include your first language, e.g. **“English: Native Speaker”**
- All of your technical and other skills are important, no matter what you’re applying for! You may have more skills than you realize. Include commonly overlooked skills, such as:
 - any professional or semi-professional social media experience (jobs, campus clubs, etc.)
 - Google Workspace
 - graphic design, (e.g. posters and flyers) – list specific software applications
 - programming languages, libraries, web design (list specific platform), data science proficiencies, unusual software or collaborative platforms, etc.
 - specialized lab skills
 - certifications
- **Do not include** ‘subjective’ skills like creative writing, organization, leadership, customer service etc.
- **Do not include** interests like reading, music, games, etc. Skills and interests are conveyed via descriptions under Education, Work Experience and Extra-curricular Activities.

Other Differences between American and German CVs

Length: Two pages are fine!

- Two pages may be easier to read than one. Be clear and succinct, but include as much information about your academics, jobs, skills, and interests as possible.
- If you need more than one page, put the most relevant experience on the first page, such as languages and technical skills. Extracurriculars can go on page 2.
- On the 2nd page, include a small font header (see templates for examples)

Profile Photo:

German CVs sometimes include a profile photo. **This is no longer recommended**, but if you include a photo, it should look professional.

STEP 2 – Second draft: start translating!

Languages: English & German

Format: Microsoft Word or Google Doc

For your second draft, you will translate the following items:

- All headings and sub-headings in the templates, e.g., “**Voraussichtlicher Abschluss**”, “**Hauptfach**”, “**Nebenfach**”, etc., all the way down to “**Sprachen**” and “**Technische Fähigkeiten**”. *This is easy! Take a look at the CV templates and just copy and paste.*
- Dates
- Job titles. This is trickier; **see below for translation tips.**

Never translate proper nouns, such as:



- Course titles
- Companies
- Organizations
- Publications
- Clubs

You may include a translation in brackets if necessary

Do not translate job descriptions – yet. You'll do that in the third draft.

When your second draft is finished, upload it your SWP folder and ask the Assistant Director for feedback.

How to organize your sections

Before you start translating, look at the section headings in the German CV templates at the end of this guide, under **Resources**. Do you need to reorganize your experience? For instance, do the Leadership entries go under **Ehrenamtliches**, **Berufs- und Praxiserfahrung** or **Sonstige Tätigkeiten**? Do you need separate sections for Berufserfahrung and Praxiserfahrung, or can you combine them? 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. If you prefer, you can separate **Sprachen** and **Computerkenntnisse**, rather than list them as subsections of **Zusatzqualifikationen**.
- **Auszeichnungen** – honors and awards, which may include **Stipendien** (fellowships and scholarships)
- **Publikationen** – publications: cite yourself as an author, just as you would cite a source on a research paper. Use whatever format you're used to, such as MLA.
- **Forschung** – research experience. *Note: your Junior Project or Senior Thesis is a **Forschungsprojekt** and goes in the **Studium** section along with your Major, Relevant Coursework, etc.*

TIP: If you need more than one page or have lots of skills, put *Zusatzqualifikationen* first.

Extracurriculars can go on page 2.

How to look up words

- Use a trusted dictionary (we recommend www.dict.cc or <https://dict.leo.org>) and cross-check for context!
- If you must choose between several meanings:
 - Click on the German word for idiomatic phrases and forms
 - See which word or phrase gets more results on www.google.de (not google.com!)
 - Look up the words on www.duden.de, the definitive German-German dictionary
- 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?)
- If you are looking for examples of a word or phrase in context, www.linguee.com can pull examples from across the web for reference - but be careful! Do not rely on them as your primary source.
- For **jargon and field-specific terms**, look up the topic on <https://wikipedia.de/> and see what terminology is used.

How to translate job titles

- Pay attention to gender, number, and case. For instance:
 - **Redakteur** (if you use 'he' pronouns)
 - **Redakteurin** (if you use 'she' pronouns)
 - **Redaktion** (if you use 'they' pronouns)
- If you cannot find a translation for the job title, do not translate it. The description is more important.
- Remember: **do not translate proper names, names of organizations, institutions, or titles of publications.**

TIP: You can look up **gender-neutral** terms on websites like [genderator](http://genderator.com) and gendern.de. Confused? Feel free to reach out to the Assistant Director for help.

Sep. 2021 – Mai 2022 **Redakteur**, *The Daily Princetonian*. Princeton University, Princeton, NJ, U.S.A.

Sep. 2021 – Mai 2022 **Redakteurin**, *The Daily Princetonian*. Princeton University, Princeton, NJ, U.S.A.

Sep. 2021 – Mai 2022 **Redaktion**, *The Daily Princetonian*. Princeton University, Princeton, NJ, U.S.A.

Common job titles

(Club) Member	Mitglied
(Staff) Member	Mitarbeiter, Mitarbeiterin
Board Member	Vorstandsmitglied
Chair	Vorsitzender, Vorsitzende
Intern	Praktikant, Praktikantin
Publicity Chair	Vorsitzender / Vorsitzende für Öffentlichkeitsarbeit
Student worker	Studentische Hilfskraft
Volunteer	Freiwilliger, Freiwillige

STEP 3 – Third draft: job descriptions

Language: German

Format: Microsoft Word or Google Doc

Now it's time to **translate the job descriptions**. This will probably be very challenging!

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 www.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!

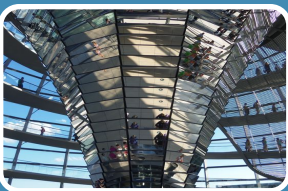
In their Resume Guide, Princeton's Center for Career Development recommends the **ACE** approach to crafting bullet points for your resume:

“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.



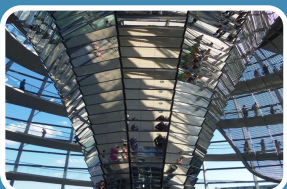
Organisierte drei Spendenaktionen für örtliche Notunterkünfte, wodurch \$8000 eingesammelt und Bewusstsein in der Gemeinschaft für diese Initiativen gesteigert wurde.

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 – especially for verbs with separable prefixes. 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

Use **gender-neutral or inclusive** terms, such as plural adjectival nouns, singular collective nouns, or the suffix *-*innen*:

students	→	Studierende
customers	→	Kund*innen, Kundschaft
participants	→	Teilnehmende, Teilnehmer*innen
colleagues	→	Mitarbeitende, Kollegenschaft

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

- Zusammenarbeit und Austausch mit Mitgliedern
- Vorbereitung von steuerrelevanten Erklärungen
- Korrespondenz mit Mandantschaft und Finanzverwaltung
- Selbstständige Erstellung der Umsatzsteuervoranmeldungen
- Organisations- und Verwaltungstätigkeiten
- Teilnahme am zweitägigen Workshop, “How to succeed in business without really trying”
- Praktikum im Bereich Finanzierung 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...

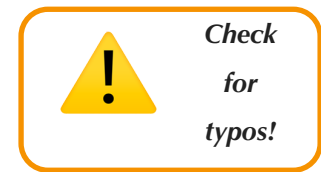
Prepositions: Make sure it's the right one!

STEP 4 – Final Draft

Language: German

Format: PDF and Microsoft Word or Google Doc

- Read the Assistant Director’s comments **carefully**.
- Make any final corrections.
- Use Microsoft Word for final formatting.
- Export to PDF and make sure the PDF is formatted correctly. **It should look professional.**
- Upload your final draft as a PDF as well as a **Word (or Google) Doc**, since the Assistant Director may find a few more typos.
- Inform the Assistant Director that your final draft has been uploaded.



RESOURCES

GPA Conversion Chart

USA	Letter	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
	GPA	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0
Germany	Grade (“Note”)	1,0	1,0	1,3	1,7	2,0	2,3	2,7	3,0	3,3	3,7	4,0	5,0

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, Optima, etc. Make sure it looks good as a PDF, too: Microsoft Word’s Garamond, for instance, does not look quite the same on PDFs.
- Color – Black font for the main entries. You can use gray or other colors for lines, “Qualifikationsprofil,” headings, etc.
- If you’re short on space:
 - Put your contact information and citizenship on one line in a smaller font.
 - Keep your margins narrow!

Confused? Not sure what to put where?
[How to organize your sections](#) has detailed instructions.

Student Name

[Address where you receive mail]

+1-609-555-5555 | student@princeton.edu

Photo (optional, not recommended):

- Professional quality
- High-resolution Business attire
- Well-lit

Place of Birth: (Optional)

Birthdate: (Optional)

Citizenship: (Recommended)

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 (Germany)

Relevant Coursework:

Awards

Experience

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

- Description of Work
- Description of Work

Leadership

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

- Description of Work
- Description of Work

Extracurricular Activities

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

Additional Qualifications


Languages English: Native Speaker

German: B2

Chinese: B1

Technical Skills Python: beginner

Microsoft Office: extensive experience



TIP: If you need more than one page, include a header in small font on the second page

Student Name

Tel/Mobil: +1-609-555-5555 | (UK) +445555555555

E-Mail: student@princeton.edu

Address: [Where you receive mail]

Place of Birth (optional)

Birthdate (optional)

Citizenship (optional)

Photo (optional, not recommended):

- Professional quality
- High-resolution Business attire
- Well-lit

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. 2020 – Present Job title, Organization. Location City, State, Country
Description of work

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

Jan. 2020 – Present 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: (optional)

Birthdate: (optional)

Citizenship: (required)

Photo (optional, not recommended):

- Professional quality
- High-resolution Business attire
- Well-lit

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

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

- Description of Work
- Description of Work

Leadership

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

- Description of Work
- Description of Work

Extracurricular Activities

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

Microsoft Office: extensive experience

Qualifikationsprofil

Student Name

Tel/Mobil: +1-609-555-5555 | (UK) +445555555555

E-Mail: student@princeton.edu

Anschrift: [Where you receive mail]

Photo (optional, not recommended):

- Professional quality
- High-resolution Business attire
- Well-lit

Persönliche Daten

Geburtsort (optional)

Geburtsdatum (optional)

Staatsangehörigkeit (required)

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)*

Jan. 2020 – heute Job title, Organization. Location City, State, Country
Tätigkeiten: Description of work

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

Jan. 2020 – heute Job title, Organization. Location City, State, Country
Tätigkeiten: Description of work

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

9.2018-heute Role in activity /"Mitglied" (member), Organization. Location City, State, Country

Zusatzqualifikationen


Sprachen

Englisch: Muttersprache

Deutsch: B2

Computerkenntnisse Python: Grundkenntnisse

Microsoft Office: fundierte Kenntnisse



TIP: If you need more than one page, include a header in small font on the second page

Qualifikationsprofil

Student Name

[Address where you receive mail]

+1-609-555-5555 | student@princeton.edu

Photo (optional, not recommended):

- Professional quality
- High-resolution Business attire
- Well-lit

Persönliche Daten

Geburtsort: (optional)

Geburtsdatum: (optional)

Staatsangehörigkeit: (required)

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]*

*Relevant Kursarbeit: *[Relevant coursework, not necessarily in your major]*

*Pick one

Berufserfahrung

Praxiserfahrung

Berufs- und Praxiserfahrung

Jan. 2019 – heute **Job title, Organization. Location City, State, Country**

- Description
- Description

Ehrenamtliches

Jan. 2019 – heute **Job title, Organization. Location City, State, Country**

- Description
- Description

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

9.2018-heute **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

Glossary: 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)	<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>	pflegen
<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

Useful Links

<https://german.princeton.edu>

<https://german.princeton.edu/programs/summer/summer-work-program>

<https://careerdevelopment.princeton.edu/>

<https://careerdevelopment.princeton.edu/guides>

<https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>

www.google.de

www.wikipedia.de

Dictionaries

<https://dict.leo.org/german-english/>

<https://www.genderator.app/wb/index.aspx>

<https://www.gendern.de/#Gender-Woerterbuch>

www.dict.cc

www.duden.de

<https://www.linguee.com/>