

## **Covering letter and curriculum vitae**

### **Guidelines on form and content**

For technical reasons, the **covering letter** and the **curriculum vitae** must be uploaded as **one PDF file**. You will find assistance in creating one PDF file [here](#).

Please follow the guidelines on form and content for your covering letter and your curriculum vitae.

#### **1. Covering letter**

##### **Form of the covering letter**

The covering letter must be in either English or German. It may be no longer than 600 words max. Use only Arial 11 and 1.5 line spacing. Please sign the covering letter with your name and the date and place of signature.

##### **Content of the covering letter**

In the covering letter you have the opportunity to present not only your research interests, but also the reasons why you wish to apply for a visiting fellowship at the BGHS. In the covering letter you must also match your project to at least one BGHS area of research and explain and justify your choice. You will find an overview of the BGHS research areas [here](#). Please include up to two professors with whom you would like to build a relationship. For finding a professor please take a look on our website [http://www.uni-bielefeld.de/\(en\)/bghs/Personen/Professorinnen\\_und\\_Professoren/index.html](http://www.uni-bielefeld.de/(en)/bghs/Personen/Professorinnen_und_Professoren/index.html). The letter of intent should also state where you learned German or English and how long you studied the language.

#### **2. Curriculum Vitae**

##### **Form of the curriculum vitae (CV)**

Your CV must be in either English or German. Use only Arial 11 and 1.5 line spacing. Please do not include a photo. The curriculum vitae may be no longer than 1,000 words.

##### **Content of the curriculum vitae**

Your CV should include information on the following:

- **Personal information:** last name, first name, date of birth (day, month, year), country of birth, place of birth.



- **Higher education:** Name, type and place of the college/university, length of studies from month/year to month/year, name and type of degree and final grade, title of your final thesis, semester abroad if applicable.
- **Secondary school education:** Place and type of secondary school degree, final grade.
- **Work experience:** If applicable, please state any vocational training(s), vocational experience, research associate position(s) (*wissenschaftliche/r Mitarbeiter/in*), student assistant jobs (*studentische Hilfskraft*), jobs held while studying, internships, etc. Please state the place and length of each training/employment from month/year to month/year.
- **Academic qualifications:** If applicable, please state any scholarships, prizes and awards, successful fundraising (*Drittmittelinwerbung*), publications, lectures held, seminars taught, organisation of conferences, etc.
- **Foreign languages:** Please state your foreign language skills including your level as follows: “fluent” (excellent); “proficient” (very good), “conversant” (good), “basic”. These categories should apply to your written and spoken command of the language.
- **Further skills:** If applicable, please state any trainings completed as well as other relevant skills and qualifications.
- Please sign your CV with your **name** and the **date** and **place** of signature.

### Submission of documents

Please upload your covering letter and curriculum vitae as **one PDF file** to the BGHS online application portal. You find the current deadline on our [website](#). If you have any technical questions or problems, please contact Frank Leitenberger: [support-bghs@uni-bielefeld.de](mailto:support-bghs@uni-bielefeld.de) or +49 521-106 6528.

Dr. Karen Holtmann can answer any general questions you may have about your application: [application-bghs@uni-bielefeld.de](mailto:application-bghs@uni-bielefeld.de) or +49 521-106 6526.