



## Motivation letter and curriculum vitae

### Guidelines on form and content

**General information:** Both motivation letter and curriculum vitae are presented to the selection committee in the third step of the review procedure when the decision is made about who to invite to a personal interview.

Please follow the guidelines on form and content for your motivation letter and your curriculum vitae. We will not consider applications if the motivation letter and curriculum vitae do not fulfill all formal requirements.

#### 1. Motivation letter

##### Form of the motivation letter

The motivation letter must be in English or German. It may be no longer than one standard (DIN A4) page (600 words max.). Use only Arial 11 and 1.5 line spacing. Please sign the motivation letter with your name and the date and place of signature.

##### Content of the motivation letter

In the motivation letter we expect candidates to present their research interests and to explain the reasons why they wish to do their doctorate in the BGHS.

#### 2. Curriculum Vitae

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

Your CV must be in 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.