

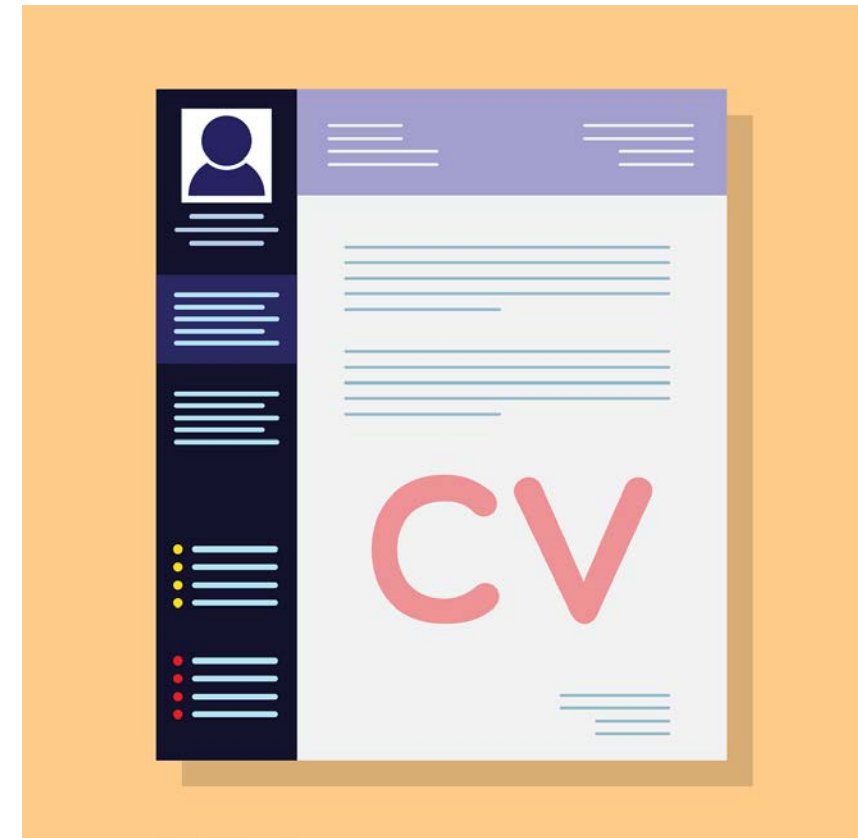
How to write a winning CV that will land you a job/internship in Austria

Tips and best practices for international students



Purpose of the cv (curriculum vitae)

1. Gives an overview about your skills and competencies
2. Specifies when and where you acquired your skills
3. Focus is on facts & figures, not emotion!



Standard content of an Austrian CV (1)

Personal details / Persönliche Daten

name, place and date of birth, nationality, address, contact details

Education / Ausbildung

High School, Higher Education including specialization/s and major as well as extracurricular courses and activities/projects along with respective dates

Work experience / Berufserfahrung

information on the career history (or practical experience like internships etc.) along with dates and a brief description of major tasks and responsibilities for each role

Standard content of an Austrian CV (2)

Special skills / Besondere Kenntnisse

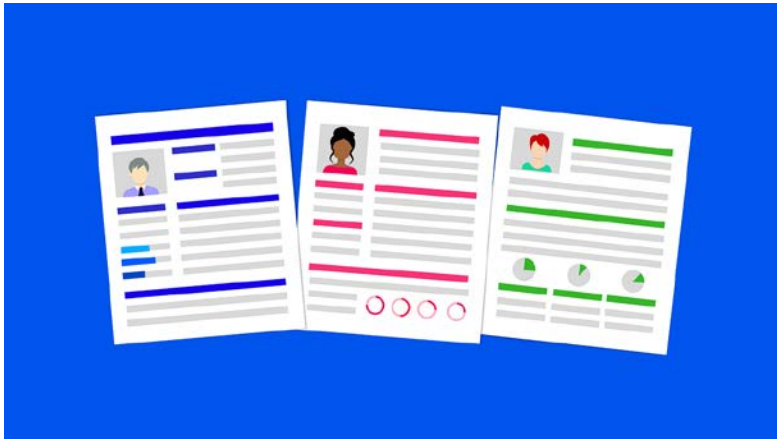
IT skills, languages, others ...with indication of knowledge level

In addition you can (but you don't have to) include:

- A personal profile
- Hobbies/Interests
- Date & signature
- ...

Examples

Have a look at some concrete examples of Austrian CVs here:



- [Stepstone - Lebenslauf](#)
- [Karriere.at – Lebenslauf](#) (see „Kostenlose Mustervorlagen“)

**For your first draft of a CV it might be helpful
to make use of different resources,
like for example Europass
(<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>).**

The Europass is a CV template validated throughout Europe. However, the template is not particularly liked by Austrian HR managers, as it doesn't leave much room for customization and individuality. Even so, you can use it as an inspiration for the content of your CV and just put your individual stamp on the layout. .