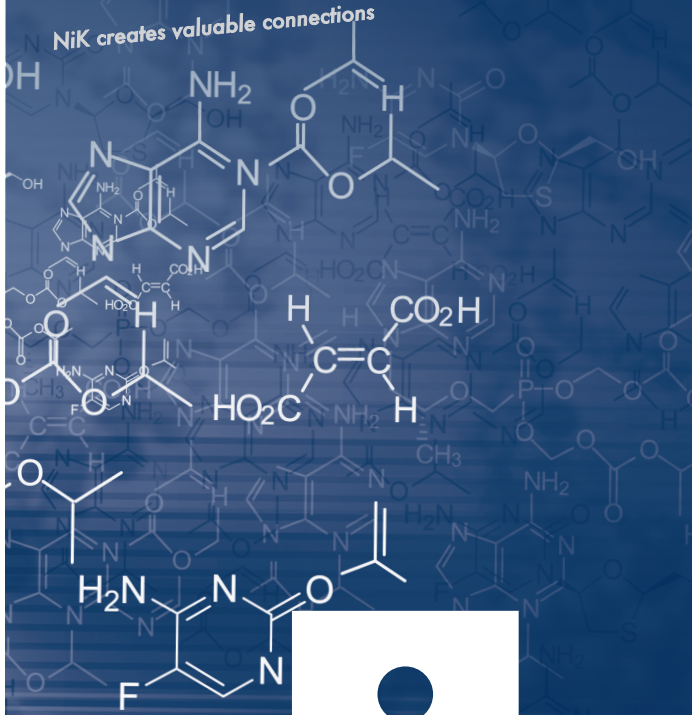




YOUR EXPERT PARTNER FOR THE
PHARMACEUTICAL, BIOTECHNOLOGY,
MEDICAL TECHNOLOGY AND
LIFE SCIENCES INDUSTRIES

NiK creates valuable connections



TIPS FOR CANDIDATES

TIPS ON LAYOUT AND CONTENT

A complete, optimally designed and attractively presented job application is your ticket to the new position you seek.

We would like to support you in the creation of a professional job application portfolio, with useful tips and suggestions.

General Information

A job application portfolio contains:

- A cover letter
- a well-designed cover sheet with a photo
- a curriculum vitae / resume
- relevant professional documentation (references, certificates, etc.)

You never get a second chance to make a good first impression.

Your documentation should be

- clearly set out
- well-organized
- uniformly designed
- complete
- free of mistakes

We recommend a simple, uncomplicated font, for example Arial - font size 10 or 12.

Online application

When submitting an online application, send one pdf file containing the cover sheet, your curriculum vitae / resume and your references, rather than sending individual word documents or image files.

Your cover letter can be sent as a separate document.

Cover Letter

Design and formulate your cover letter individually for every position, each dated correctly. Your formulations should be short and to the point. What is relevant? What should I place less emphasis on or leave out?

The AIDA formula from advertising psychology allows you to formulate your messages optimally.

Attention	gain their attention
Interest	awaken their interest
Desire	strengthen their wish to get to know you personally
Action	actively encourage them to invite you for an interview

Stimulate specific interest in you as an individual by communicating in a personal style, expressing your specific interest in both the position and the company.

Formulate your ideas clearly and confidently. The over-use of subjunctives should be avoided, e.g. "If the position were.." / "It's important that it be..," as these tend to communicate a lack of assuredness on your part.

The cover sheet (optional)

Design a cover sheet that is convincing both in terms of content and layout.

A good cover sheet contains:

- a title, e.g. Application for the Position of...(short and to the point)
- an attractive application photo (smiling, business outfit, taken by a professional photographer)
- the contact details of the applicant (name, address, telephone number, email address, ...)

Tipp: It is also useful to include the contact information in the footer line with the page number. In this way, you reduce the time required to cross-check while your application is being read and evaluated.

Curriculum Vitae /Resume

Your curriculum vitae / resume describes all your relevant professional positions and accomplishments, and acts as an important first impression.

The American version is the most commonly used form of the curriculum vitae/resume, beginning with the current position and progressing back through to school education.

For those responsible in Human Resources, the curriculum vitae/resume is the most important document. This means that it should be complete, relevant, to the point, without mistakes, well-structured and clearly set out to ensure that it is convincing and persuasive.

Ideally, your curriculum vitae should contain your contact details, your personal details (optional), your professional experience, education, training and qualifications, language and IT skills as well as personal interests, including any voluntary work which might speak to your character and life experience.

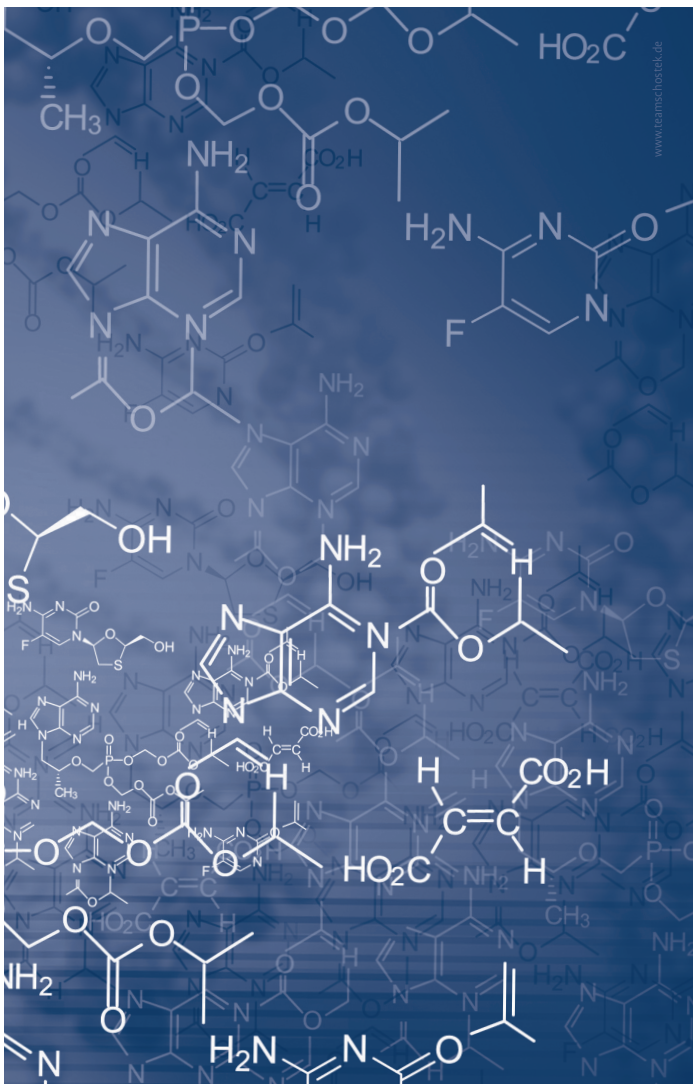
The curriculum vitae/resume should end formally and include the location, current date and ideally an original signature scanned and added to the document.

Documentation

Relevant references, certification, and proof of skills and experience in connection with the positions listed in the curriculum vitae/resume are essential elements of a well-prepared application portfolio.

They complement and complete the application with one important ingredient: the evaluation of you by a third person or organization!

We would be delighted to support you professionally with the optimization of your application documents. For further information contact us by telephone or ask us to send you our Service Brochure.



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