**Letter of Motivation**

*Please describe your motivation of why you would like to work in Germany. Do also include your medical interests and experiences.* *Please write about your current and past working situations. It is very important that your tell us about what medical treatments you have been involved in, how big the hospitals you worked in are/were, the number of beds and patients in your division, your duties and responsibilities, how many procedures you have conducted and how experienced you are with those. Also include your position in the hospital, how long you have been there and whether you have worked under supervision or supervised yourself. Please add whether you have ever educated other physicians and what your medical interests are. Include everything you deem important or interesting for your future employer and be as convincing and detailed as possible
Write a convincing Letter of Motivation instead of a summary of your life. A good and expressive Letter of Motivation contains (amongst others) a description of why you chose your profession and specialization and why you would like to further them in Germany. The Letter of Motivation is also an opportunity for you to write about your personality and aims. Use this opportunity and leave a lasting impression! However, please do not write more than 20-30 sentences, nobody has the time to read a summary to read a conclusion of your life.*

(please add Letter of Motivation here)

 **Passport Photo**

*Please add a* ***recent*** *Passport Photo to your resume.
              a) The picture should have a* ***light blue*** *background.
              b)* ***A friendly smile*** *is important.
              c) Clothing:
              Men: Please wear a* ***light blue shirt*** *with a* ***dark blue jacket*** *as well as a* ***tie****.
              Women: Please wear a one colored dress without any patterns.
              d) Please place your picture close to the* ***upper right-hand corner*** *of the first page
              of your resume.*

(please add passport photo here)

**Personal data**

*Please begin your resume with information concerning yourself: Date and place of birth, gender, marital status and the number of your children.*

(please fill in)

First name:

Family name:

Nationality:

Date of Birth:

Place of Birth:

Address:

E-Mail Address:

Phone number:

Gender:

Marital Status:

**University attended**

*Please also refer to your education at Medical University: Include the name of the Medical University, website address and the date of when you attended it. Please make sure that you always mentioned start and finish month and year!*

MM.YYYY - MM.YYYY             (Name of Medical University and website address)

**Employment history**

*Chronologically reversed – start with what you have done most recently!

Example:*

*09.2010 - 01.2016        Consultant at Hospital “XY”of Zürich, Switzerland*

*06.2005 - 09.2010        Medical specialist at Hospital “XY” in Berlin, Germany
09.2000 - 06.2005        Junior Doctor at the Hospital of St. Petersburg, Russia*

*Please include the exact dates on which you started and stopped your work at the respective institution.
              a)* ***No abbreviations:*** *Please always spell out names or terms.
              b)* ***Web-Addresses:*** *Please always include websites or hospitals, universities,
              institutions etc. you mention in your resume. That also counts for places you have
              done internships at.*

MM.YYYY - MM.YYYY             (Work, Name of Hospital, City and Country, website address)

**Other qualifications**

*Include information about any further educations you have taken part in, any relevant practical courses, workshops, relevant congresses, etc. (…). Mention the names of the institutions, start and end date and place (city, country).*

MM.YYYY - MM.YYYY             (Name of course, workshop, congress (etc.) Name of institute, City

                                                        and Country)

 **Publications**

*Example: Authors. (Date of publication)Title. Magazine.*

(please fill in)

**Presentations**

MM.YYYY                      (Name of presentation, Name of institute, City  and Country)

**Teaching experience**

MM.YYYY- MM.YYYY              (please fill in)

**Languages**

*Example:*

*Russia                mother tongue*

*German              C1 (Goethe certificate)*

*English               B2*

(please fill in)

**Computer skills**

*State all knowledge you have concerning IT and computers such as: Microsoft Office, HTML, Java, Photoshop etc.*

(please fill in)

**Personal interest**

*Please now refer to your personal interest and hobbies*

(please fill in)

 **Catalogue of surgeries**

*Surgeons and anesthetists please add a list (in the form a table) of their surgeries and operations which they have conducted on their own and as assistants (separately please).*

*This table should be sent in a separate document. Please make sure the numbers fit with your official catalogue.*

(please fill in)