

### **What to consider when submitting an online application via an application platform**

Many employers will only accept applications in an electronic form. In most cases, the person applying must sign in with a user login. After you enter your personal details on a form, your application letter, CV and job references/diplomas can be attached to the form as a PDF and submitted. Afterwards, you will receive a confirmation of the online submission. Please consider the following guidelines when applying online:

- To register on an online platform, you will need your own e-mail address and a password (be sure to write it down and keep it in a safe place). It can be helpful to keep a list of all your online platform accounts, so you can log in quickly in the future.
- Use a neutral and legitimate e-mail address. Inside-joke e-mail addresses do not belong in online applications.
- An online application deserves just as much time and attention as a conventional application. Spelling errors never leave a good impression.
- The documents (application letter, CV, certificates and diplomas) are always sent in a PDF format and labeled coherently (Name\_CV.pdf / Name\_Application.pdf etc.).