Attachment naming information

In order to upload your application smoothly and without errors on our website, please make sure that you are using "Mozilla Firefox" or "Microsoft Edge" as your browser. In case of problems, please check if you are using the latest browser version.

Please make sure to use only the following formats as attachments:
- .pdf files,
- .docx (Word documents),
- images in .jpg format.

Please also note to use short file names. Too long file names can lead to errors when sending the application.

As the system may have difficulties with naming your files and this may cause errors that prevent you from sending your application to us, please use the following names for your attachments:

Cover Letter:
- [SURNAME]_CoverLetter.pdf **or** .docx

Curriculum vitae:
- [SURNAME]_Resume.pdf **or** .docx
- [SURNAME]_CV.pdf **or** .docx

Diploma*:
(This refers to certificates such as master's, bachelor's, high school diploma, training or school transcripts possibly also a current grade summary. Depending on the position you are applying for)
- [LAST NAME]_[TYPE OF CERTIFICATE/DIPLOMA].pdf **or** .docx

Certificate*:
(This means, for example, job references or similar evaluations of you).
- [LAST NAME]_[TYPE OF CERTIFICATE].pdf **or** .docx

Other*:
(Here you can specify any other files you would like to send with your application).
- [LAST NAME]_[TYPE].pdf **or** .docx

*Please use short keywords to describe the document.

If you still have problems sending your application, please contact Recruiting@ifo.de.

Thank you

Your Recruitingteam