

Checklist for your job application

- Cover Letter
- Resume / CV including:
 - Personal details
 - Employment history
 - Education
 - Language proficiency
 - Special skills
 - Relevant hobbies
- Recommendation letters (if available)
- Educational certificates

Cover Letter:

- Announce your intentions as well as your educational and professional experience
- Express your expectations regarding the position
- We recommend to keep it brief and clear and to use short phrases

Note:

The Cover Letter should not exceed one page.

How to apply at Viega:

- We prefer to apply online via our [job portal!](#)
- For proper processing of your application, please upload it in PDF form. The maximum size for file attachments is 10 MB.

Advantages of the online application via our job portal:

- You will not forget relevant details.
- We can directly process your application documents.
- You will receive direct confirmation of receipt.