

Tips for job applicants

The SNSF prefers to receive electronic job applications. Please send your application documents in PDF format to personal@snf.ch. Your application should be as concise as possible (at the most three PDF files of no more than 10 megabytes in total).

A complete application contains:

Motivation letter

Please enter the title of the vacant position in the subject line and make reference to the position in the letter. Explain why you are interested in the position. We would like to know your qualifications and your motivation. The motivation letter should not be longer than one A4 page.

Updated CV

The CV should show the training and education you have accomplished. The stations in your career should be itemised chronologically. An interesting CV is informative and clear and should not span more than two A4 pages.

Work references

Please attach your most recent work references. Ideally, you should have an interim reference from your present employer.

Diplomas/certificates

Please attach only those diplomas and certificates that are relevant to the position you are applying for. The highest certificate of education must always be attached, however.

Please do not forget to mention your **personal details** (first name, last name, address, age, phone number (mobile) and private e-mail address).

Unsolicited applications

Is none of the positions we are currently advertising suitable for you? Then you may also send us an unsolicited application. Please let us know as precisely as possible what you are looking for so that we can clarify whether there is a need for your services.

Your chances will be higher if you mention the following in your motivation letter:

- Position wanted/possible tasks
- Desired date and timeframe
- Type of employment (permanent employment/internship etc.)
- Work-time percentage

Checklist for online applications

- As a test, please send the completed online application to your own address first.
- Please send your e-mail application **exclusively** to personal@snf.ch from your personal e-mail account.
- Enter the title of the vacant position in the subject line.
- Write an individualised covering mail for the relevant position and explain your interest in the vacant position and your motivation briefly in your e-mail. Make reference to the documents attached (no more than three PDF files).
- At the end of the e-mail, enter your name, address, phone number (mobile), e-mail address and, if applicable, a link to your application documents.

We look forward to your application!