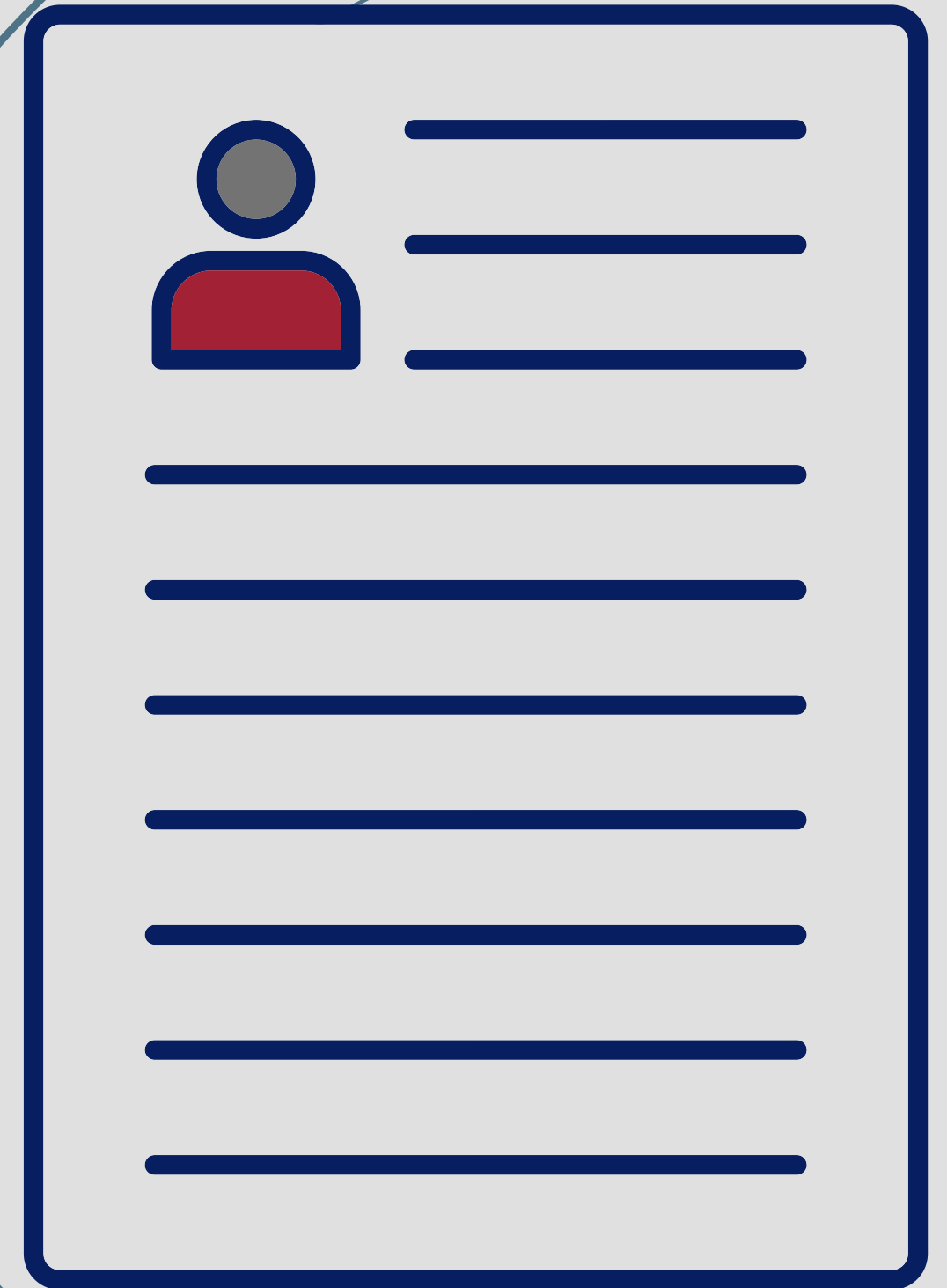


WHAT SHOULD BE IN A CV AND WHAT SHOULD NOT BE?



CONTENTS

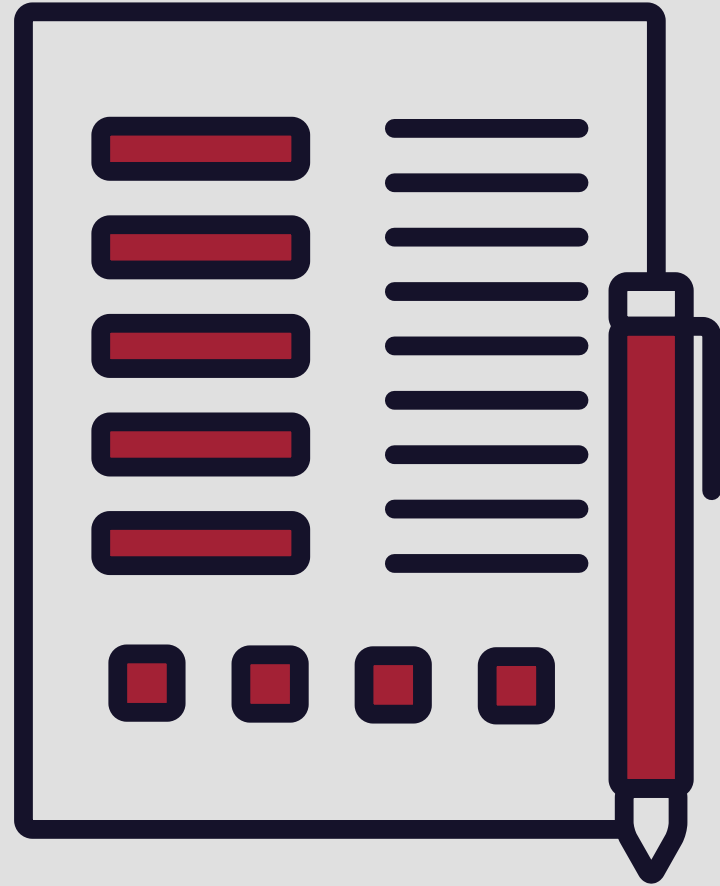
- What is *CV* (Curriculum Vitae)?
- Format and Layout of the *CV*
- What Are the Parts of a Resume?
- Tips for a Good *CV*



WHAT IS CV (CURRICULUM VITAE)?

"Curriculum Vitae" means "way of life" in Latin. Essentially, it includes the person's contact information, educational background, work experience, skills and abilities. A CV is a written text created by employers to identify potential employees.

In a sense, a CV, or "resume", is a package you prepare to make employers realize yourself and showcase your skills.



WHAT SHOULD NOT BE IN THE CV?

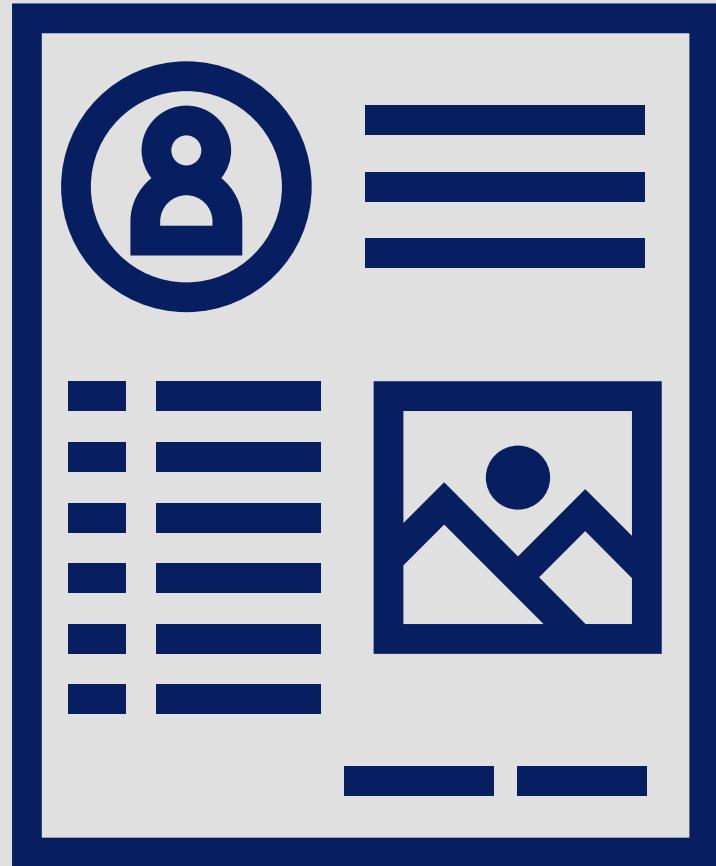
- Long, repetitive and exaggerated explanations
- Very friendly and casual style
- Spelling and punctuation errors
- Incorrect and incomplete information
- Outdated information



WHAT SHOULD BE IN THE CV?

- Short and concise explanations
- Enough intimate and formal enough
- Sentences with grammatical and spelling rules
- Real information
- Current information

Format and Layout

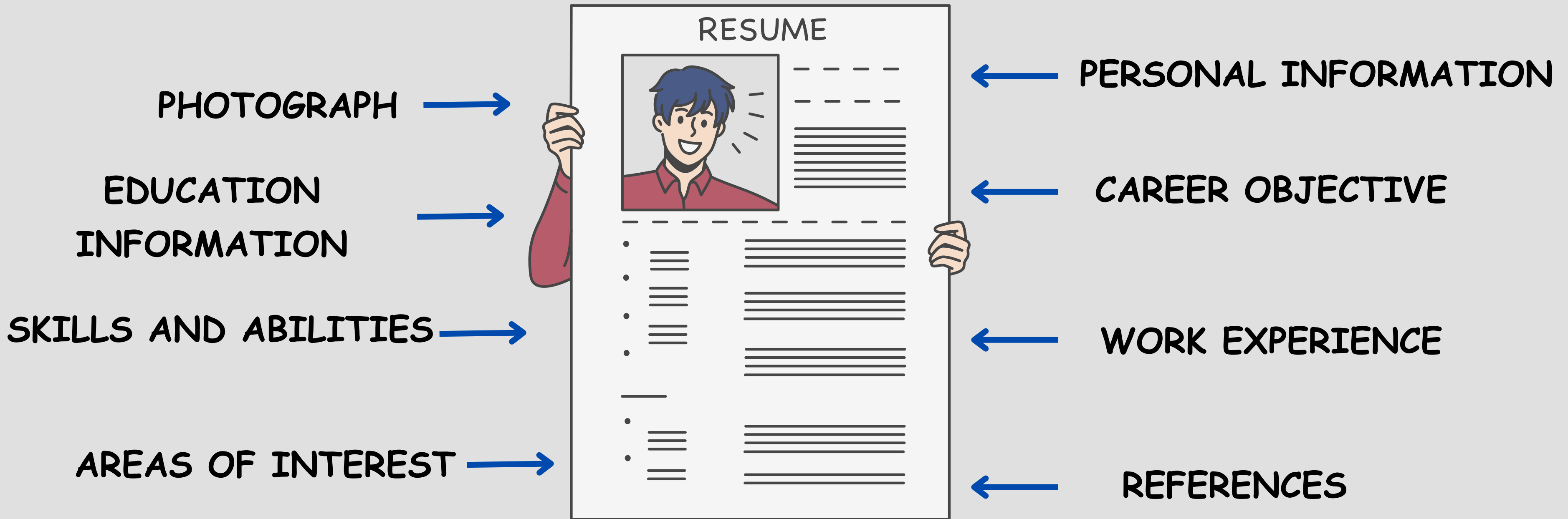


It is important that your resume has a clear structure. A minimal and neat format and layout allows recruiters or employers to easily browse through your resume. For a good placement and overview:

- A4 paper should be used as one-sided and if there is project and internship experience, it should be used as a maximum of 2 pages.
- Font size should be 10-12 and fonts such as Times New Roman, Arial should be used.
- The colors of your resume should not be too different or too conspicuous.
- Bold or italic font can be used if required.
- Pay attention to spelling and grammar.
- Photos are mandatory to make your resume more personal.
- Design is important, as an aesthetic and elaborate resume will attract attention.
- If the draft is prepared in programs, it must be in pdf format.



WHAT ARE THE PARTS OF A RESUME?



PARTS OF THE RESUME

Personal Information

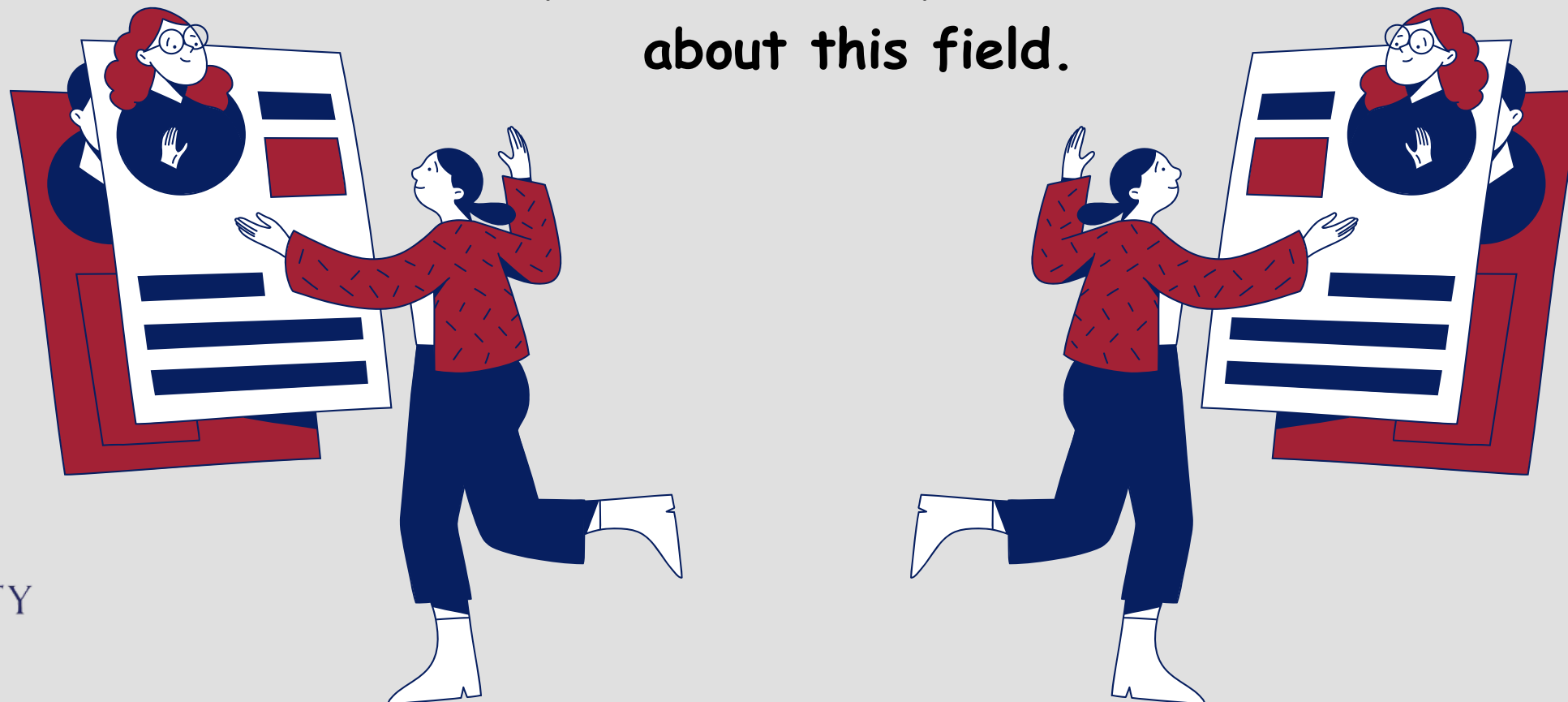
- Name/Surname
- Address (Province-District)
- Phone/Email
- Website/Linkedin/Blog (Optional)
- Date/Place of Birth
- Military Status
- Marital status

Career Objective (Cover letter)

In this section, you can write an article describing your personal career goal and that you are the most suitable candidate for the position you are applying for, based on your past experience. In addition, if you are interested in the institution and the field, you can write your information about this field.

Education Information

- University
- Received diploma/Department (Double major, minor major)
- Graduation date/Estimated graduation date
- Honor Award/Scholarship Information/University Exam Success
- Grade point average (GPA) (if above 3)
- High School (It is not mandatory to specify, if it is a successful and well-established high school, it can be included.)



PARTS OF THE RESUME

Certificates

You can include the training, courses, congresses, seminar programs you have attended outside of school and school, and the certificates you have received.

Hobbies / Interests

Art, sports, etc. that you do regularly and add value to you. You can write your hobbies. In this section, it would be more appropriate to talk about your specific interests, such as digital content production, rather than listening to music or reading books.

Internship/Work Experience and Projects

- Position Name
- Company name and city
- Duties and responsibilities
- Skills gained and aspects developed
- Volunteer work and academic projects



Skills

- Foreign language levels and TOEFL, YÖKDİL etc. exam results
- Computer program skills and certifications (Excel, Adobe, etc.)

References

- Reference from managers you've met
- References of academics you have taken courses from



TIPS FOR A GOOD RESUME

- **Your Resume Is Not Your Biography!**

Research shows that the average time employer representatives spend reading a resume is 20-30 seconds. Your resume should be able to convince the other side in such a short time.

- **Essence of CV**

The most valuable area of your resume is the top 1/3 of the first page. This valuable area, which makes the other party say "I am the right candidate" in 20 seconds, is usually consumed by information such as "Class B driver's license", "A RH blood group" in the second step. This section should contain a summary of the profile. There should be an introduction that summarizes you with your "competencies", "experiences", "strengths".

- **Biography of the Ad**

One of the biggest mistakes is to apply to all positions with the same resume. The basic qualifications required for each position are different. You need to highlight the qualifications the job is looking for and what you have, and give more specific information. It can be helpful to modify a basic resume to match the job posting.



TIPS FOR A GOOD RESUME

- **Quality, Not Time, That Matters**

Companies don't look at how long employees have worked at a company, but what value they've added during that time. So it is important what success you have achieved in your position. Therefore, instead of emphasizing how hard you work at a job, you should talk about the responsibilities you have gained and the responsibilities you have taken. Although quality is important, constantly changing short-time jobs will also leave a negative impression.

- **State Your Career Goals Clearly!**

Your career prospect is a statement that reflects your expectations for the position you are applying for. Basically, it's a text that summarizes your resume and vision. When writing your career prospects, specify the positions you would like to work in, explain why you made this choice, and highlight which of your skills would meet the requirements of this role. Make the statement clear, concise, and clear.

