

## **What is a CV?**

A CV, is the document which presents one's life, qualifications, talents, professional abilities and experiences. In other words, it is the summary of what one has acquired until the present time.

Your CV is the first stage in the employment process which might present you eligible for a job interview or make you eliminated. Therefore, it is very important to present accurate information in a clear way in your CV.

## **CV Types**

1. Chronological CV: This is the most common CV type. The chronological CV states the educational background and professional experience chronologically, starting from today and going backwards.
2. Functional CV: This CV type summarizes one's professional experience. The candidate specifies his/her own thoughts and reveals his/her qualities which will make positive contributions to the field of work.

## **IMPORTANT DETAILS WHICH SHOULD NOT BE LEFT OUT WHILE PREPARING A CV FOR TEDU STUDENTS AND GRADUATES**

- Indicate your scholarship status.
- Indicate the minor degree program you follow.
- Indicate that the medium of education in our university is English.
- If you have a good grade point average, do not forget to indicate it.
- List all your personal information chronologically, starting from today to the past backwards.
- Do not forget to specify the meanings of your language knowledge degree indicators such as C1, A1.
- Do not forget to mention the student societies you are actively participating, the organizations you make in/out of the university, the social responsibility projects you have participated and the context of your dissertation.
- If any, do not forget to indicate
- If available; do not forget to indicate your Erasmus+ student mobility program and/or your internship experiences; any awards, scholarships, work and study scholarships; documents that specify you are a student of high honour, etc.
- Do not forget to specify the title, institution, position and e-mail address of your reference.

Additional topics you can add to your CV;

- Success and Awards
- Memberships
- Communication and Administration Skills
- Conference, seminars, workshops, etc. you have participated

## **Pointes to consider:**

- Promote yourself: Bring your skills and qualifications about the field forward.

- Use active verbs: Such as –planned, doubled, changed, accomplished, completed, used. These verbs are descriptive and effective.
- Choose a holistic form: Line spacing, titles, parts to be highlighted should all follow a certain pattern and this form should be used on the whole CV.
- Do the chronological order backwards: List the information under each section starting from today.
- Pay attention to grammatical use and do not make spelling mistakes.
- Pay attention to visual presentation; such as aligning the topics, etc.
- Do not give incorrect or exaggerated information about your language degree, your qualifications, etc.
- Do not use abbreviations which are not common. e.g. society names, seminars you followed at university (such as TEDU 400, etc.).
- Do not specify why you left your previous job, do not indicate your salary expectation.
- Do not use big fonts.
- Do not use an informal photograph, if you do not have an ID photo, don't use photos at all.
- Do not use an informal e-mail address (e.g. silver-happy-92@..., karamelek@...).

### **Form of the CV**

Write your CV in the list form and in paragraphs where necessary. Avoid first-person singular use. Use adjectives and strong verbs to be short and clear. You should prefer past tense for indicating your present work experience. The length of your CV should be:

- For experience under 5 years 1 - 2 pages
- For 5 - 10 years of experience 2 - 3 pages
- For experience above 10 years, a CV of 3 pages which specifies your qualifications related to the applied position and which highlights your recent experiences

### **Main Topics of the CV:**

- Name, Surname, Address, Telephone
- Professional and career targets
- Education
- Work experience
- Foreign language
- Hobbies and activities
- Personal information

Name, surname, address and telephone number should be on the top. There is no topic for this section (e.g. do not write in the form of Name: Murat, Surname: Çalışkan). The telephone numbers you indicate should be available during working hours. Do not forget to indicate your e-mail address.

For new graduates, it is recommendable to put the education section in the beginning. You do not have to list all the schools you have finished. If you have an important training, education or experience related to the position you are applying for (projects, thesis, etc.) do not forget to specify them. If you are not a new graduate, the most important part of your CV is your work experience. You don't have to list all the full-time and part-time working experience you have had until the

present day. However, do not forget to indicate those are related to the post you are applying for and those which have acquired you respective experience. Avoid using the “I” language. Beware not use sentences like: “I succeeded the highest sales rate.” Prefer sentences like: “Have managed a sales rate %20 more compared to other employees.”

It is recommended to spare a larger section for your last professional experience. Indicate less your first experiences and more about the recent ones. The employers are keen on finding about your professional development and they are interested in your latest work experience the most. You do not have to specify the names of your supervisors or employers. However, if that is a well-known person in the field, you can mention his/her name to gain plus points.

Do not underestimate your hobbies and personal fields of interest, activities. These will support you in respect to your relations in different areas and your skills. However general statements like “going to the movies”, “reading books”, “being in active environments” or “traveling” will not be meaningful because they do not specify your individual qualities. Use sentences like “have been the team captain of the basketball team for 3 years”, “does painting”, “played the guitar”, “visits historical/archaeological sites”, etc.

If the position you are applying for requires knowledge of foreign language, your CV must include a Foreign Language section. Avoid using terms like “very good”, “good”, “bad” in this section. Indicate your level of knowledge in the respective skills like “Speaking: Intermediate” or “Listening: Advanced”.

Examples of words that you can use in your resume about communication, organizational skills and character traits can be listed as follows: Competent, intelligent, competitive, productive, honest, fast and analytical thinking, entrepreneurial and energetic, dynamic, written and verbal communication ability, social responsibility, business ethics, loyal, confident, independent, consistent, determined, collaborative, creative, attentive, humorous, successful, peaceful, capable of doing business/working delegation and has the ability to speak beautifully, empathize, understanding, positive, cheerful, sincere, self-controlling.

In the personal information part, you should specify your skills related to the position. You should list the name of the associations, professional organizations you are member to, whether you enjoy traveling or not, your publications and articles if any. You should indicate your hobbies and personal interests. In the end you should name 2 or 3 references and their contact information.