

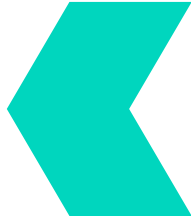


CV & Cover Letter Guide

İstinye University Career Center



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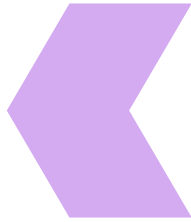
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What will we talk about in this guide?

What is a CV / Résumé?



- ◆ CV (Curriculum vitae) or résumé is a written text that describes you to the business community in a certain format.
- ◆ It is a kind of packaging that you prepare to make yourself noticed by business entities and sell your competencies to them.
- ◆ CV is not a guarantee of a good job. It is just a summary that will help you stand out from the other candidates and be noticed.

How Should a CV / Résumé Be?

- ◆ CV should be concentrated and brief.
- ◆ CV should only include true / real information about you.
- ◆ CV should help the reader to visualize / picture you outside of work.
- ◆ Just as there is more than one position that suits you, different CV formats should be prepared according to the positions.
- ◆ In the CV, reverse chronological method should be followed and all the information in the CV sections should be written from top to bottom in reverse order of occurrence, listing the most recent information first.
- ◆ CV should always be kept up to date.

Points to Consider in a CV Text

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◆ The first impact is very important. A professional and stylish format should be used.

◆ If necessary, bold or italic font can be used.

◆ A4 size and one-sided paper should be used.

◆ Fonts that are easy-to-read such as Times New Roman, Arial and Calibri should be used.

◆ It should be maximum 2 pages long.

◆ Font size should be between 10-12.

◆ Spelling and grammar should be checked.

◆ We recommend that your CV include a passport-size photo.

Sections of CV - 1

Personal Info

- ☐ Name - Surname
- ☐ Address
- ☐ Phone number
- ☐ E-mail
- ☐ Website/blog/Linkedin
- ☐ Date of Birth / Place
- ☐ Military Status
- ☐ Nationality (if you think necessary)
- ☐ Marital Status
- ☐ Health Status (if you think necessary)

Career Objective

- ☐ You should write a short paragraph in which you will indicate your personal career objective and explain your characteristics suitable for the position you apply for.

Education

- ☐ Name of the University
- ☐ Degree received and major (include double major / minor if any)
- ☐ Graduation date or expected graduation date
- ☐ Student Exchange program
- Optional:
- ☐ Honors and awards, scholarship info, university entrance exam ranking etc.
- ☐ GPA – if 3.00 or above on 4.0 scale
- ☐ Include high school info but not primary / middle school

Work Experience

- ☐ Title of the position
- ☐ Name of the company and location (city)
- ☐ Dates, including month and year
- ☐ List of responsibilities and duties in detail
- ☐ Skills gained and improved aspects of yourself
- ☐ Work experience, internships, volunteer work, campus work, academic research / projects

Sections of CV - 2

Activities

- ❑ Art, sports and cultural activities
- ❑ Club / association memberships
- ❑ Social responsibility projects

Certificates

- ❑ Certificates you have received and extracurricular trainings, courses, seminars, congresses and development programs you have attended

Skills

- ❑ Language Skills: It should be written with standard measurement tools (Course level, TOEFL result etc.)
- ❑ Computer Skills: Programs / applications you use

Interests / Hobbies

- ❑ Interests, hobbies and habits you do regularly that help you improve yourself and add value to you

References

- ❑ Two or maximum three references is sufficient.
- ❑ Ideal reference is the manager(s) you meet in your work experience.
- ❑ Your academic advisor, head of department, a lecturer whom you took more than one course, and a teacher with whom you worked on a project can also be a reference.
- ❑ Be sure to ask for permission before writing someone as your reference.
- ❑ You must write your references' current phone number, e-mail and positions.

Suggestions to Prepare a Good CV

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Easy-to-read, well organized, concise / brief and professional format



One-page-long CV in your student life and in the first 3-5 years after graduation



Using enough spacing between CV sections for easy reading



Your current address (could be your school / dormitory / home address), an up-to-date telephone number and a professional e-mail address where they can reach you



Hard-to-read fonts



Spelling mistakes and typos, grammatically incorrect sentences



Exaggerated and false information



Unprofessional photo and / or format

What is a Cover Letter?

Cover Letter is a cover page inserted in front of your CV. It includes;

- ❑ Why you are applying for the position,
- ❑ Why you are suitable for the job,
- ❑ Your career objective and goals.

How to Write a Cover Letter

- ❑ First, ask yourself what the needs are of the company to which you will send your CV.
- ❑ Think of your features that can add value to this company and and briefly explain them.
- ❑ Write down why you are applying to this company and the information you have about the company / position.
- ❑ Your letter should be maximum one page long (3-4 paragraphs). Try to explain yourself briefly.
- ❑ It is important that you customize your letter for each position / company you are applying for.
- ❑ You have to create the opinion "This candidate is different from the others " in the employer.
- ❑ You have to persuade the reader to have a look at your CV.

INTRODUCTION

- Briefly explain who you are and where you heard / saw the job posting.

BODY

- ❑ Explain why you are interested in the company and position.
- ❑ Talk about your characteristics suitable for the position and why you are eligible for the job.
- ❑ You may add specific info about the company, if you have any.
- ❑ Explain your career objective / expectations if you are sending a general application.

CONCLUSION

- ❑ Write a sentence thanking the employer.
- ❑ Provide information about how to maintain communication for the next steps.





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