

Select Font as "Calibri" and color as "Dark Blue"

Do not include picture unless it is asked

CVs should be one-page long. Do not exceed one page!

If you don't have anything to add to a specific section, delete the entire section -right-click and select "delete entire row"

Last Name - In CAPITAL letters

E.g., Çekmeköy, İstanbul/TURKEY

Name LAST NAME

Font Size: 14 pt

Font Size: 11 pt

Address: District, City /TURKEY

Mobile: +90 532 XXX XX XX

E-mail: name.lastname@ozu.edu.tr

## OBJECTIVE

◆ To obtain a position specialized in Finance

If you don't want to add an objective, right-click and select "delete entire row"

CAPITAL letters  
Font size: 12pt

ÖZYEĞİN UNIVERSITY - İstanbul, TURKEY (2017 - Present)

Faculty of Business

Department of Business Administration

Year: 4<sup>th</sup>

Honors: 75% Performance Scholarship

Cumulative GPA: 3.01/4.00

Write CGPA if it is above 3.0

## EDUCATION

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XXXXXXXXX HIGH SCHOOL - İstanbul, TURKEY (2013 - 2017)

FIBABANKA HEAD OFFICE - İstanbul, TURKEY (10/2019 - Present)

Position: Intern, Business Development

◆ Analyze and report daily and weekly status of the new banking projects

◆ Calculate, compare and determine interest rates, total risks and limits

FİBA RETAILING, MARKS & SPENCER - İstanbul, TURKEY (08/2018 - 09/2018)

Position: Intern, Sales Department

◆ Welcomed customers and maintained overall customer satisfaction

◆ Issued receipts upon payment in cash and credit card, packaged purchased products

◆ Printed and placed price tags on newly arrived products to maintain accurate inventory

ÖZYEĞİN UNIVERSITY ATHLETIC CENTER - İstanbul, TURKEY (10/2017 - 05/2018)

Position: Part-Time, Lifeguard at swimming pool

◆ Supervised swimmers and advised on water safety

Use "past tense" if you don't work there anymore

Don't use "I"  
Don't use "-ing" suffix

## EXPERIENCE

Most recent at top (reverse-chronological order)

Use action verbs in the beginning of the sentence

## PROJECTS & RESEARCH STUDIES

ÖZYEĞİN UNIVERSITY - İstanbul, TURKEY (08/2018 - 09/2019)

Position: Teaching Assistant, Business 101 course

◆ Assisted with preparing course materials, conducting tutorials, and delivering lab sessions

Reverse-chronological order  
Start with your most recent

Font Size: 12 pt

## SKILLS & CERTIFICATES

### COMPUTER SKILLS

◆ MS Office (Word, Excel, Power Point)

◆ AutoCAD

### LANGUAGE SKILLS

◆ Written and oral fluency in English

◆ Intermediate level Spanish

### CERTIFICATES

Format: Certificate Name, Certification Institute (YEAR)

◆ Quantitative Finance with Bloomberg Terminal Application, Özyeğin University (2019)

◆ Digital Marketing & Social Media, Sosyalmedya.co (2018)

Reverse-chronological order

## EXTRACURRICULAR ACTIVITIES

◆ Member, Business & Economy Club (2017 - Present)

◆ Member, Moda Sailing Club (2017 - Present)

◆ Basketball: XXXXX Club Basketball Team player (2015 - Present)

## PERSONAL INFORMATION

Birth Date: 01.01.1994

Driver's License: B Class

## REFERENCES

Available upon request

Do not write reference name and contact