

Resume Guide

General Information

- 1- Please refer to the Sample Resume before preparing your resume. You may obtain the Sample Resume from the Professional Development Unit.
- 2- To join the one-on-one CV/Resume consulting session, you must first attend “CV & Cover Letter” training. “CV & Cover Letter” training is offered by the Professional Development Unit, and you may register for it via Link Professional.
- 3- Following training, you may attend one-on-one CV/Resume consulting session by registering for it via Link Professional.
- 4- You may contact the Professional Development Unit via email at Professional@ozu.edu.tr or you may visit their office on Floor -2 (2B27) in the Student Center.

Important Reminders:

- 1- Please remove any field that is not relevant to you. (**For instance:** If you do not have any professional experience, remove that field altogether from your cv/resume.)
- 2- List each piece of information under the relevant headings in reverse chronological order (from the latest to the earliest date).
- 3- Pay attention to grammar and spelling rules.
- 4- Make sure your spacing and page margins are consistent and proportionate.
- 5- Use one font type and font color only. Make sure all of the headings are bold and the same font size, and other parts are the same size.
- 6- Keep your resume to one page.
- 7- Do not use abbreviations unless they are commonly known as the name of a well-known organization/institution.
- 8- Do not include your photo unless required.
- 9- When you finish with your resume, be sure to review it from the beginning to the end.
- 10- Save your resume as “Name_Surname”, and send your resume as a PDF file. (**For instance:** Ali_Altan.pdf)

Resume Fields

Must-Have	Information to Include
Contact Details	Name - Surname, Home Address, Email Address, Telephone No
Goal	Desired field/position/company details
Educational Background	University and High School Information
Personal Information	Date of Birth, Driver’s Licence Information
References	Your resume should state “References to be provided upon request”.

Good-to-Have (if any)	Information to Include
Professional/Internship Experience	Name of Institution, City, Country, Dates of Employment/Internship, Name of Department and Position
Projects	Project Name, City, Country, Project Dates, Position
Volunteering Projects	Name of Institution, City, Country, Project Name, Project Dates, Position
Curricular Activities	Name of Institution, City, Country, Project Name, Project Dates, Position
Achievements and Awards	Awarding Institution, Field of Award, Degree, Date
Qualifications and Certificates	For Certificates: Name of Certificate, Awarding Body, and Date For Qualifications: <u>For foreign languages:</u> name of language and proficiency level <u>For other qualifications:</u> name of qualification
Extra-Curricular Activities	Name of activity, role in the activity, activity dates

Contact Details

- 1- Please do not forget to write your name and surname in bold letters using a font size of 14 points. Be sure to capitalize the first letter of your name and all of your surname.
- 2- Make sure that your contact details are up to date.

Goal

- 3- Describe the field or position in which you are aiming to work.
- 4- When writing your goals, avoid using clichés or general statements, and keep your explanation to one sentence.

Education Background

- 5- When providing your educational background, write your university and high school information only.
- 6- Be sure that your university information includes the university name, city, country, faculty, program, year, scholarship information, and start date.
- 7- If your grade point average is above 3.00, be sure to include it in your educational background.
- 8- If you went on an exchange program (i.e. Erasmus), make sure you specify the name of your host university and department, as well as the dates you studied there, right after your university information.
- 9- In your high school information, be sure to include the name of your high school, its location (city and country), and dates studied.

Professional/Internship Experiences - Projects and Research Studies - Volunteering Projects -Curricular Activities

- 10- Itemize all your professional/internship experiences,
- 11- Do not put any punctuation marks at the end of items,
- 12- Limit your description of each experience to 1 to 4 items, and provide a clear and concise description of your roles and responsibilities,
- 13- Use simple past tense to talk about past events. Use present tense to talk about current events.
- 14- Avoid using "I". (**Wrong Example:** I supported daily operations of the unit I worked for. **Right Example:** Supported daily operations of the unit.
- 15- Be sure to vary your action words when describing your roles and responsibilities.
- 16- Check out similar job descriptions on the web when writing your roles and responsibilities.

Achievements and Awards - Qualifications and Certificates – Extra-Curricular Activities – Personal Information – References

- 17- Include your qualifications (i.e. foreign language, computer and program/application knowledge) and your certificates, if any.
- 18- List your athletic, artistic, cultural or student club activities you are actively involved in under the extracurricular activities section,
- 19- Do not include personal information when writing your extracurricular/curricular activities. (**Wrong Example:** I am the founder of the Music Club. **Right Example:** Founding Member, Music Club (2012 – Present))
- 20- Write your date of birth as day/month/year.
- 21- State your driver's license, if available
- 22- If you are specifically asked to provide your references in your resume, state your references' full name, employer, position, and contact details.
- 23- Be sure that the details of your references are up to date, and make sure to obtain permission from your references before sharing their details in your resume.