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CV

INTERNSHIP

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Basics of Developing a CV

Do's & Don'ts!

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Engineering

Student with Internships

Monday-Friday 8:30am-5:30pm

Student Center -3rd Floor

B330

Sample CV Handbook Index

The Basics of Developing a CV

Do's & Don'ts

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The Basics of Developing a CV

Your CV is an opportunity to create an impression, show who you are as a professional, and make the connection between your skills and those required for the job you are applying for. The purpose of a CV is to obtain an interview. It is advised that current students and recent graduates prepare one-page CV. Last but not least, make sure to proofread each version of your CV. Use the following tips to help you get started.

Personal Contact Information

- Name should be bold and in larger print
- Current address, a reliable phone number and a professional email address

Objective

This section is optional. When seeking an internship with no or little experience, writing an objective will help you identify the position or field you are seeking. If you include an objective, make sure it is not generic with clichés, and use one or two sentences to specify the position you are targeting, field you are interested in or skills you wish to use or develop on the job. It might be necessary to customize the objective section to the job or company you apply.

Education

In this section you should include:

- Name of the university (use reverse chronological method, list most recent first)
- Degree received and major (include double major if any)
- Graduation date or expected graduation date
- Exchange academic experience (do not list foreign language summer programs under education)

Optional:

- Courses relevant to the position for which you are applying
- Honors and Awards
- GPA based on a 4.00 scale or department ranking; if any of these add value to your CV
- Include high school and do not include middle or primary school

Experience

Use reverse chronological method listing experiences as well. You should include:

- Title of the position
- Name of the company and location (city)
- Dates, including month and year
- Descriptions of responsibilities beginning with action verbs
- Work experiences, internships, volunteer jobs, campus jobs, extracurricular projects involving teamwork or leadership, academic research or projects
- You can divide your experiences into more than one section such as Professional Experience, Research Experience, Volunteer Experience, Campus Experience, Extracurricular Experience

Additional Information

This section could include computer skills, languages, sports, and interests. If one of these areas is relevant to the job, you may choose to cover it in a specific section.

- Skills (soft or technical; or both)
 - Activities
 - Interests
 - Achievements
 - Summary of Qualifications
 - Projects
 - Additional education such as language schools
 - Personal Information
-



DO'S

- ✓ Do create a clear and professional appearance with simple and well-organized format.
- ✓ Do prefer "Times New Roman" or "Arial" as font type and font size between 10-12.
- ✓ Do use single space.
- ✓ Do space the sections so that the reader can distinguish main headings from position descriptions, activities, etc.
- ✓ Do maintain consistent font style and spacing.
- ✓ Do accompany your CV with a cover letter.
- ✓ Do have a professional advisor critique your CV.



DON'TS

- × Don't use more than three font sizes.
 - × Don't use flashy graphics or print that is difficult to read.
 - × Don't use generic phrases such as "a challenging position."
 - × Don't exaggerate your experience or modify job titles.
 - × Don't have spelling errors, typos, and poor grammar.
-

ACTION VERBS

Management / Leadership skills	Communication / Interpersonal skills	Organizational skills	Research / Teaching skills	Financial / Fiscal skills
administered	adapted	arranged	clarified	adjusted
analyzed	addressed	catalogued	collected	administered
appointed	arbitrated	categorized	critiqued	allocated
approved	arranged	charted	diagnosed	analyzed
assigned	authored	classified	evaluated	appraised
attained	collaborated	collected	examined	assessed
chaired	conveyed	compiled	extracted	audited
contracted	corresponded	corrected	identified	balanced
consolidated	developed	corresponded	inspected	budgeted
coordinated	directed	distributed	interpreted	calculated
delegated	discussed	executed	interviewed	checked
determined	drafted	filed	investigated	computed
developed	edited	generated	reviewed	developed
directed	enlisted	maintained	summarized	disbursed
evaluated	formulated	monitored	surveyed	documented
executed	influenced	obtained	systematized	earned
improved	interpreted	operated	adapted	estimated
increased	lectured	ordered	advised	forecasted
initiated	mediated	organized	clarified	managed
organized	moderated	prepared	coached	marketed
oversaw	motivated	processed	communicated	measured
planned	negotiated	provided	coordinated	planned
prioritized	persuaded	purchased	developed	prepared
produced	promoted	registered	enabled	projected
recommended	publicized	reserved	encouraged	reduced
reviewed	reconciled	responded	evaluated	researched
scheduled	recruited	reviewed	explained	retrieved
strengthened	spoke	routed	facilitated	simplified
supervised	translated		guided	slashed

Clerical skills	Creative skills	Helping skills	Technical skills	Mentoring skills
approved	acted	aided	accessed	adapted
arranged	adapted	answered	activated	advised
catalogued	applied	assessed	adapted	briefed
classified	built	assisted	aligned	clarified
collected	combined	clarified	assembled	coached
compiled	composed	coached	built	communicated
dispatched	conceptualized	collaborated	calculated	conducted
executed	created	counseled	calibrated	consulted
generated	customized	demonstrated	computed	coordinated
implemented	designed	diagnosed	configured	critiqued
inspected	developed	educated	debugged	demonstrated
monitored	directed	expedited	designed	developed
operated	established	facilitated	devised	enabled
organized	fashioned	familiarized	engineered	guided
prepared	formulated	guided	fabricated	individualized
organized	founded	helped	maintained	influenced
prepared	illustrated	inspired	mapped	informed
processed	instituted	prevented	modified	instructed
purchased	integrated	provided	operated	lectured
recorded	introduced	referred	overhauled	motivated
retrieved	invented	rehabilitated	programmed	persuaded
screened	originated	represented	remodeled	set goals
specified	performed	resolved	repair	taught
systematized	planned	simplified	replaced	trained
tabulated	revitalized	supplied	solved	tutored
validated	shaped	supported	trained	
			upgraded	



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