



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

Student Center -3rd Floor

B330

CV & Cover Letter Guide Index

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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
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Including a Photo on Your CV

Should you include a photo on your CV? This is a question with no one right answer. The rules for including a photo on your CV might differ based on country norms and legal issues. In the U.S. it is illegal to discriminate against someone during the hiring process based on gender, race, age, weight, disability and similar personal factors. To prevent accusation of bias, recruiters generally might reject someone submitting a CV with a photo. That being said, certain industries and countries may be more open to the idea of a photo.

Do your research for a given country and industry!

GoinGlobal platform offers career resources by location and industry, all developed by local employment experts. In this platform, you will find CV guidelines and samples specific to each country. Here is a quick overview from Country Guides.

For more details please visit [GoinGlobal](#). (*GoinGlobal is accessible only for Koc University students and alumni, through KUcareerlink. Log in to KUcareerlink and click the GoinGlobal link in the Shortcuts section*)

A Quick Overview of Country Guides	
Country	Notes on Including a Photo
Turkey	A simple head shot photograph is usually provided at the beginning.
United States	Because of non-discrimination laws in the US, you typically should not submit a personal photograph with your CV.
UK	A photograph usually is not included on the CV, unless specifically requested, e.g. modelling jobs
Canada	Items to Avoid - Photo (unless applying for acting or modeling work)
Germany	A simple head shot photograph is usually provided at the beginning.
Sweden	For a more personalized and memorable application, it is recommended that you include a photo. Use only professional-looking, good-quality photos, and include a photo only if it will add quality to your job application.
France	Including a photo with a CV is customary but not obligatory
United Arab Emirates	Providing a passport-sized photo on your CV is a common practice in the UAE, although doing so is entirely a matter of personal preference.
Japan	The rirekisho (Japanese CV) uses the traditional two-page format divided into (1) personal information (2) work experience, and requires an attached photo

Photo Guidelines

Once you decide to add a photo, keep the following tips in mind;

- ✓ use a current photo
- ✓ keep it professional with a headshot on a white or plain background
- ✓ dress professionally
- ✓ insert your picture at the top of your CV

Alternative: Including the URL of Your LinkedIn Profile

A strategy to overcome this controversial issue might be including the URL of your LinkedIn profile. LinkedIn profiles typically include a profile picture. Adding the link of your LinkedIn profile is a safe way to showcase your public profile.

When you first create a profile, LinkedIn assigns you random letters and numbers for your URL. However, you can always customize your public profile URL and make it more professional.

To change your public profile URL:

- ✓ Click the Me icon at the top of your LinkedIn homepage.
 - ✓ Click View profile.
 - ✓ On your profile page, click Edit public profile & URL on the right rail.
 - ✓ Under Edit URL in the right rail, click the Edit icon next to your public profile URL.
 - ✓ It'll be an address that looks like www.linkedin.com/in/yourname.
 - ✓ Type the last part of your new custom URL in the text box.
 - ✓ Click Save.
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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.
- ✓ Do convert your document to PDF format before sending.



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.
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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

ACTION VERBS

Clerical skills	Creativeskills	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	

What is a Cover Letter?

To be considered for almost any position, you will need to write a letter of application. Such a letter introduces you, explains your purpose for writing, highlights a few of your experiences or skills, and requests an opportunity to meet personally with the potential employer. Precisely because this letter is your introduction to an employer and because first impressions count, you should take great care to write an impressive and effective letter.

Remember that the letter not only tells of your accomplishments but also reveals how effectively you can communicate.

What to Include in a Cover Letter?

Explain why you are sending a CV.

Don't make the reader guess what you are asking for; be specific: Do you want a summer internship opportunity, or a permanent position at graduation; are you inquiring about future employment possibilities?

Tell specifically how you learned about the position or the organization.

A flyer posted in your department, a web site, a family friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write.

Convince the reader to look at your CV.

The cover letter will be seen first. Therefore, it must be very well written and targeted to that employer.

Call attention to elements of your background - education, leadership, experience — that are relevant to a position you are seeking.

Be as specific as possible, using examples.

Reflect your attitude, personality, motivation, enthusiasm, and communication skills.

Provide or refer to any information specifically requested in a job advertisement that might not be covered in your CV, such as availability date, or reference to an attached writing sample.

Pay attention to each cover letter to be unique.

Each letter written tailored specifically to each company makes them feel they are special and you are interested about the opportunity.

How to Organize a Cover Letter

Opening paragraph: Pique the interest of the employer.

1. Name the position for which you are applying and how you heard about it.
2. Give information to show your interest in the specific company.
3. Briefly preview your skills and values and how they match the company

Middle paragraph(s): Create a desire on the part of the employer to know more about you.

1. Explain why you are interested in working for this employer.
2. Point out your achievements or qualifications in this field, especially those that meet the job description or requirements.
3. Refer the reader to your general qualifications and highlight important parts of your CV that will appeal to THIS specific organization.
4. Avoid repetition between cover letter and CV.

Closing paragraph: Pave the way for the interview.

1. Ask for an appointment.
 2. State that you will contact the employer in the near future.
 3. Thank the employer for the consideration of future employment
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