

WRITING YOUR CURRICULUM VITAE (CV)

A CV is written for academic or professional pursuits. It covers materials directly related to educational background and achievement, experiences and related activities. The average length of a CV may range from **one** to **four** pages for a young applicant to an academic program or a professional position.

THE FORMAT OF A CV :

There is no standard format for a CV. The amount of information and the choice of items to be emphasized shape the CV. Preferably, the CV consists of a list of headings and information organized according to the corresponding heading. Educational background and professional experience are listed according to dates, preferably starting from the newest position towards the oldest.

THE ITEMS TO INCLUDE IN A CV :

- Name, address, telephone number and e-mail address,
- Educational background,
- Examinations passed, especially if internationally recognized,
- Awards and fellowships,
- Previous employment and related experience,
- Publications and research,
- Language and other skills,
- Extracurricular activities and/or personal interests.

DO THESE	DON'T DO THESE
<p>4 Use good quality plain white paper and a laser printer.</p> <p>4 Use a simple font, such as Times, Palatino, Arial or Helvetica.</p> <p>4 Order the items from the most emphasized to the least emphasized. While a new job-seeker focuses on academic background, an experienced job seeker concentrates on experiences in the field.</p> <p>4 Present the information in a clear and organized way.</p> <p>4 List your most recent work experience or educational course first, and work backwards chronologically from there.</p> <p>4 Use action verbs (e.g. present, design, participate, contribute etc) to begin each description. Emphasize your strengths.</p> <p>4 Accompany a CV with a cover letter, and, if required, with a transcript and/or a letter of recommendation.</p> <p>4 Check your draft CV thoroughly and get a second opinion. Misspellings, misused words, and grammatical mistakes may be fatal oversights.</p>	<p>! DON'T emphasize materials that are <u>not</u> directly related to educational preparation or job experiences.</p> <p>! DON'T include personal information such as age, sex, race, ethnic background, religion, and salary information.</p> <p>! DON'T use tame, non-committal language and passive constructions. Replace any passive or negative language with positive, direct and vigorous vocabulary.</p> <p>! DON'T write phrases using "I", "me" and "my". It may seem odd to write incomplete sentences but simply omitting unnecessary words helps employers scan the CV more efficiently.</p> <p>! DON'T put fancy or colourful pictures or cartoons.</p>

Here is a detailed sample CV. Your CV does not need to include all the items exemplified here. The entries depend on your qualifications and background as well as what you are applying for.

PERSONAL INFORMATION:

Name :
Date and place of birth:
Address :
Telephone number :
e-mail:
Nationality :

EDUCATION:

2000 – 2002 Middle East Technical University, Ankara, Turkey
MA in English Language Teaching
Dissertation : “Using the Internet as Language Input”
Honors : Dissertation passed with “A”
1996 – 2000 Bosphorus University, İstanbul, Turkey
BA in American Culture and Literature
Major course : History of American Literature
Minor course : American Life and Culture
CGPA : 3. 01 (over 4. 00)
1993 – 1996 Anatolian Teacher Training Highschool, Ankara, Turkey
Major courses :
CGPA :

EXPERIENCE :

Spring 2001 practice teaching at Yükseliş High School
Summer 2002 worked as English language teacher at TOMER
2000 – 2001 offered a free language course on the Internet through personal web-page

EXAMINATIONS PASSED :

October 1998 *Name of exam, grade*
January 2002 *Name of exam, grade*

PUBLICATIONS , CERTIFICATES AND ACHIEVEMENTS:

Date Paper published
Date Certificate obtained
Date Award for

PROFESSIONAL AFFILIATIONS:

Since 1998 Member of INGED (English Language Teachers Association)
Since 2001 Subscribed to English Professional Journal

COMPUTER SKILLS:

Software program Level of proficiency
Software program Level of proficiency

LANGUAGES :

English Advanced in speaking , Intermediate in writing
German Intermediate in speaking and writing
Italian Lower intermediate in speaking and writing

INTERESTS AND HOBBIES :

Member of METU Swimming Team (Activities :)
Member of METU Classical Guitar Club (Activities:)

REFERENCES :

Title, name, current position, address, telephone number (at least 2 references)