

CHAPTER ONE - RÉSUMÉ WRITING

- Your résumé should contain **all information pertinent (= relevant) to its purpose.**
- Your résumé should portray **an overall picture of you** as a professional.

GENERAL GUIDELINES

- ✓ All information must be **factual**, i.e.,
 - do not exaggerate your high points!
 - do not downplay your abilities and experiences!
- ✓ The résumé should be **typed** or **typeset**.
 - new ribbon for your typewriter (if you happen to have one!)
 - a good printer for your word processor
- ✓ Grammar and spelling must be **perfect**.
- ✓ The résumé must be **attractive**
 - to make a positive impression
 - to arouse the employer's interest in you

THUS

- organized, tidy and clean outlook
 - coherent arrangement of presentation of information
 - good quality paper (white, light blue/gray/brown)
 - a photograph may be useful.
- ✓ The résumé must be limited to less than three (**do write out all numbers**) pages **UNLESS**
 - you have a long employment history
 - you are experienced
- ✓ The résumé should be tailored to the specific job opportunity or situation.



CONTENTS (MUSTS) OF A RÉSUMÉ

1. At the top/bottom of the very first page:



Place the date the résumé is prepared: dd - mm - yyyy

February 2004

N a m e L a s t n a m e

Home:

A Caddesi, B Sokağı

C Apt. D Blok 2/1

00000 CITY

Phone: (000) 000-00-00

Fax: (000) 000-00-00

Work:

Name of Workplace

Address of Workplace

00000 CITY

Phone: (000) 000-00-00

Fax: (000) 000-00-00

e-mail: lastname@workplace.com/org/gov/edu.tr

2. **Career Objectives/Goals:** - if you are NOT experienced and looking for your first professional job - **be as specific as possible.**
3. A listing of **Educational Background:**

PREFER reverse chronological order!

Month Year - ...

... University, City

MSE in ...Engineering, Year (anticipated year/date of graduation)

MSE thesis: "..."

Supervisor: Prof. Dr. Name1 Lastname1.

	<p>Course work included class and lab work ... (list all relevant courses here; you may emphasize your area of specialization)</p> <p>GPA: 4.0/4.0 - OMIT if it is very low!</p> <p>Research interests: ...</p>
Month Year - Month Year	<p>... University, City</p> <p>BSE in ... Engineering BSE thesis: "..." Supervisor: Prof. Dr. Name2 Lastname2.</p> <p>Course work included class and lab work ... (list all relevant courses here; you may emphasize your area of specialization)</p> <p>GPA: 4.0/4.0 - OMIT if it is very low!</p> <p>Research interests: ...</p>
Month Year - Month Year	<p>... High School (... Lisesi), City</p> <p>Graduated as valedictorian - GPA: 89/100</p>

- ✓ Any special training/education relevant to education but not resulting in a degree must be cited here, e. g., academic transfers, technical trainings. Summer trainings may be cited under **Employment/Professional Background**.
 - ✓ If you received any scholarships, awards, etc. list them later.
4. A listing of **Employment/Professional Background**:
- PREFER** reverse chronological order!

Month Year -	Name and address of employer1 Job title1 Brief description of position1 (emphasize skills, achievements, specific duties and responsibilities related to the position you seek)
Year - Year	Name and address of employer2 Job title2 Brief description of position2 (emphasize skills, achievements, specific duties and responsibilities related to the position you seek)

✓ **Summer trainings** may be cited here.

Month - Month Year	Research trainee in (topic), at (workplace), under (your manager's name), City
Month - Month Year	Summer training on (topic), at (workplace), under (your manager's name), City

✓ If you worked your way through your university education, include that information here!

Year - Year	Name and address of employer3 Job title3 Brief description of position3
Year - Year	Name and address of employer4 Job title4 Brief description of position4

- ✓ You can also divide this section into **two** subsections such as
- experience related to your **career** OR the **job** you are applying for (**Career Related OR Professional Employment**)
 - experience in other jobs (**Experience in Other Jobs**)

5. A listing of **Honors, Awards, and Scholarships:**

Month Year -	Received full/partial scholarship from ... (e. g., TÜB-TAK = Turkish Scientific and Research Council) to pursue undergraduate studies at ... University
Month Year	Valedictorian of the class of date of your graduation from high school , at name of your high school

- ✗ If you received any scholarships, awards, etc. and **NOT USED** them, **do not mention** them.
- ✗ If you received any scholarships, mention **what you received them for**, **for how long** and **when**.

6. A listing of **Activities:**

Year - Year	... University ... Research Laboratory Chairperson (Month Year - Month Year) Participant of ... Study Group (Month Year - Month Year) Head of ... Research Group (Month Year - Month Year)
Month Year	Organization Committee Member for 1st National Student ... Congress held on ... (dates) at ... (building/hotel/university/etc.) in ... (location).

- ✓ If you hold memberships in professional organizations, mention it here.

Month Year -	Student member of _MO (... Mühendisleri Odas›)
Month Year -	Student member of ... (e. g., IEEE, Society of ..., ... Chapter)
Month Year -	Member of the Ex-Students Association of name of your high school

7. A listing of **Personal Interests**:

8. **References**:

AVAILABLE UPON REQUEST

or

REFERENCES AVAILABLE UPON REQUEST FROM

Name at least two persons

Give full addresses, phone and fax numbers

Prof. Dr. Name7 Lastname7

<lastname7@itu.edu.tr>

University

University's Address

Phone: (000) 000-00-00

Name8 Lastname8, job title/position

<lastname8@company.com.tr>

Company

Company's Address

City

Phone: (000) 000-00-00

Fax: (000) 000-00-00

Name9 Lastname9, job title/position

<lastname9@organization.org.tr>

Organization

Organization's Address

City

Phone: (000) 000-00-00

Fax: (000) 000-00-00

☹ CONFUSION/REMARKS ☹

- ✓ **Personal Data:** single/married, gender, date of birth, languages you speak, ...
- ✓ **Skills:** your ability to use computer (command of ... computer operating systems), creativity, leadership, enthusiasm, ...
- ✓ **Personal Interests:** hobbies ...(poetry, painting, etc.)
- ✓ **Professional Interests:** subjects you like studying/working on, attending specific seminars/conferences, ...
- ✓ **Activities:** sports, volunteering, ...
- ✓ **Affiliations:** professional societies like IEEE, ...

VERY IMPORTANT REMARKS

DO NOT USE

- ABBREVIATIONS
- etc.
- ...

DO NOT HYPHENATE ANY WORD!

ALWAYS WRITE OUT THE NUMBERS!

RÉSUMÉ SAMPLES:

February 2004

Name Lastname

University Name	A Sokağı B Apt. 2/1
University Address	00000 CITY
00000 CITY	Phone: (000) 000-00-00
Phone: (000) 000-00-00	Fax: (000) 000-00-00
Fax: (000) 000-00-00	e-mail: lastname@department.university.edu.tr

DATE OF BIRTH

City, Day Month Year

LANGUAGES

Language1, Language2, ..., Turkish (mother tongue)

EDUCATION

Month Year - Month Year

ABC1 University, City

MSE in ...Engineering, Year**MSE thesis: "..."****Supervisor: Prof. Dr. Name1. Lastname1.****Course work included class and lab work ...****GPA: 4.0/4.0****Research interests: ...**

Month Year - Month Year

ABC2 University, City

BSE in ... Engineering**BSE thesis: "..."****Supervisor: Prof. Dr. Name2. Lastname2.****GPA: 3.5/4.0**

Month Year- Month Year

ABC3 High School (... Lisesi), City

GPA: 89/100**COMPUTER EXPERIENCE**

- Programming experience in Language1, Language2, Language3, Language4, and Language5 languages as well as familiarity with the MacOS, DOS, and VAX; limited experience in Assembly, Language6 and Language7 languages as well as limited familiarity with SUN and UNIX
- Extensive experience in the maintenance and software applications of ABCD type computers

PROFESSIONAL EXPERIENCE

Year - Year Graduate research assistant in ABC5 Laboratories at ABC1 University
Other related experience...

Month - Month Year YXZW research trainee in ..., workplace, City

Month - Month Year Research trainee in trainee in ..., workplace, City

Year - Year Private tutoring in Course1, Course2, Course3 and Course4.

SCIENTIFIC AND TECHNICAL PRESENTATIONS

Lastname, N., Lastname2, N2., Lastname3, N3. "...," to be presented at the National ... Engineering Meeting to be held at ABC5 University, Istanbul, Month Year.

Lastname4, N4., Lastname5, N5. and **Lastname, N.** "...," to be presented at the National ... Engineering Meeting to be held at ABC5 University, Istanbul, Month Year.

Lastname5, N5., **Lastname, N.** and Lastname2, N2. "...," presented at the Society of ... Instrumentation Engineers' International Symposium on "..." during Conference Name, held in City, Country, Month Year.

Lastname, N. , Lastname2, N2., Lastname3, N3. "...," student poster presentation at the ... Conference on "...," held in City, Country, Month Year.

Lastname, N. , Lastname3, N3., Lastname6, N6. "...," presented at the ...th Annual Meeting of ... Society for ..., held in City, Country, Month Year.

PUBLICATIONS

Lastname, N., Lastname4, N4., Lastname5, N5. "..." in preparation.

Lastname, N., Lastname2, N2., Lastname3, N3. "..." in review for possible publication in Periodical Name.

Lastname, N. and Lastname6, N6. "..." Periodical Name, Year: Volume: page-page.

SCHOLARSHIPS/FELLOWSHIPS/AFFILIATIONS

Month Year Member of the Ex-Students Association of ABCD Liseliler Derneği.

Month Year Member of Istanbul Technical University Alumni Association.

Month Year Received a grant from the ... Society for ... to attend and present a student paper ("...") at the ...th Annual Meeting of the ... Society, held in City, Country, Month Year.

Month Year - Month Year ... scholar, received a ...-year grant from ...Foundation to pursue (under)graduate studies at ABC1 University.

MEMBERSHIPS WITH

Societies you are a member of, e. g., IEEE ...

INTERESTS

Your interests here

**REFERENCES AVAILABLE
UPON REQUEST FROM**

Prof. Dr. Name9 Lastname9
<lastname9@itu.edu.tr>
University
University's Address
City
Phone: (???) ???-??-??
Fax: (???) ???-??-??

Name11 Lastname11
<lastname10@organization.org.tr>
Organization
Organization's Address
City
Phone: (???) ???-??-??
Fax: (???) ???-??-??

Name10 Lastname10
<lastname10@company.com.tr>
Company
Company's Address
City
Phone: (???) ???-??-??
Fax: (???) ???-??-??

Name Lastname

Home:

A Sokağ1, B Apt. 2/1
 ????? CITY
 Phone: (???) ???-??-??

Work:

University Name
 University Address
 ????? CITY
 Phone: (???) ???-??-??
 Fax: (???) ???-??-??

E-mail: lastname@university.edu.tr

Date of Birth: Day Month Year
Foreign Language: English
Title: Research Assistant at ... University ... Laboratory
Computer Skills: Good command of DOS, Windows, Excel, Word, as well as other package programs

Education:

Year-Year ABC1 University
 Faculty of ...
 ... Department
 GPA: 2.8/4

Year-Year ... Lisesi
 GPA: 81/100

Professional Experience:

Month Year - ABC2 University
 Department of ...
 LAB1 Laboratory

Year-Year ABC1 University
 ... Research Center

Month Year - Month Year LAB2 Laboratory

Workshops/Seminars:

Day Month Year Workshop/Seminar1 title

Day Month Year Workshop/Seminar2 title

Papers Presented:

Day1 - Day 2 Month Year Presentation1 title
 Name of Congress
 City

Day1 - Day 2 Month Year	Presentation2 title Name of Symposium City
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Research Studies and Works in Progress:

"...", to be presented at the 9th National ... Congress to be held on Day1 - Day 2 Month Year in City.

"..." to be presented at the National ... Engineering Meeting to be held at ABC1 University, City, Day1 - Day 2 Month Year.

Other Activities:

Month Year - Month Year	ABC1 University ... Research Laboratory Chairperson (Month Year - Month Year) Participant of ... Study Group (Month Year - Month Year) Head of ... Research Group (Month Year - Month Year)
Day1 - Day 2 Month Year	Organization Committee Member for 1st National Student ... Congress

Templates are also available in several formats within MS Word 2000 under “File” menu under “New” command under “Other Documents” directory.

References:

Cain, B. E. (1988). The Basics of Technical Communication. Washington, DC, American Chemical Society, Chapter 17.