YMH 213 MESLEKİ İNGİLİZCE

Dr. Öğr. Üyesi Bihter DAŞ

2. Hafta: İngilizce CV hazırlama ve örnek CV' lerin incelenmesi

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers. Alongside your CV employers also usually ask for a cover letter.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4. That said one size doesn't fit all. For example, a school leaver or recent graduate with minimal experience may only need to use one side of A4. Although not used as often, a three-page CV might be needed for those in high-level roles or for people who have gained a lot of experience or worked in multiple jobs over the last five to ten years. For example, some medical or academic CVs may be longer depending on your experience. While it's important to keep your CV concise you should also avoid selling your experience short.

What to include in a CV

❖ **Contact details** - Include your full name, home address, mobile number and email address. Your date of birth is irrelevant and unless you're applying for an acting or modelling job you don't need to include a photograph.

❖ **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of a CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length.

❖ **Education** - List and date all previous education, including professional qualifications. Place the most recent first. Include qualification type/grades, and the dates. Mention specific modules only where relevant.

❖ **Work experience** - List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. Include your job title, the name of the company, how long you were with the organisation and key responsibilities. If you have plenty of relevant work experience, this section should come before education.

❖ **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview. If you've got lots of job-specific skills you should do a skill-based CV.

❖ **Interests** - 'Socialising', 'going to the cinema' and 'reading' isn't going to catch a recruiters attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. If you don't have any relevant hobbies or interests leave this section out.

❖ **References** - You don't need to provide the names of referees at this stage. You can say 'references available upon request' but most employers would assume this to be the case so if you're stuck for space you can leave this out.

How to write a good CV?

➢ **Use active verbs when possible**. For example, include words like 'created', 'analysed' and 'devised' to present yourself.

➢ **A good CV doesn't have any spelling or grammar mistakes**. Use a spell checker and enlist a second pair of eyes to check over the document.

➢ **Avoid generic, over-used phrases** such as 'team player', 'hardworking' and 'multitasker'.

➢ **Tailor your CV**. Look at the company's website and social media accounts, look to see if they've recently been mentioned in the local press and use the job advert to make sure your CV is targeted to the role and employer.

➢ **Create the right type of CV for your circumstances**. Decide whether the chronological, skills-based or academic CV is right for you.

➢ **Make sure your email address sounds professional**. If your personal address is inappropriate create a new account for professional use.

➢ **Don't lie or exaggerate on your CV or job application**. Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too. For example, altering your degree grade can result in a prison sentence.

➢ **If posting your CV online don't include your home address**, as you could be targeted by fraudsters.

➢ **Always include a cover letter unless the employer states otherwise**. It will enable you to personalise your application. You can draw attention to a particular part of your CV, disclose a disability or clarify gaps in your work history.

Billy Patvi
Software Developer

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WWW www.patvi.com
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Twitter https://twitter.com/billypatvi

Results-driven software developer, seeking to use proven Python and Ruby skills to deliver coding excellence to Cryptoconic, Inc. Have developed 3 webapps and 5 mobile apps. Contributed to 7 GitHub projects and debugged 17 apps. Wrote back-end code for 40 working business websites.

Experience

2014-03 - 2018-02 **Senior Graphic Designer**
Houlton Renno Inc. New York
- Led a team of four designers in a fast-paced graphic design firm.
- Wrote back-end code for 40 client projects.

2011-06 - 2014-03 **Graphic Designer**
Kibula Designs, Boston
- Led daily meetings for an initiative to increase revenue.
- Wrote scripts to update client databases. Cut billing errors 35%.

Education

2007 - 2011 **Bachelor's Degree, University of Maine**
- GPA 3.9
- Excelled in computer science classes.

Additional Activities

- Took first place in 3 Ruby challenges at codewars.com.
- Member, IAENG Society of Software Engineers.
- Attended Software Engineering Professionals Hackathon, 2017.

Tech Skills

Python, Java, C#, PHP, Ruby — Expert

SQL, MySQL, HTML5, CSS3 — Expert

Javascript, JQuery — Advanced

Soft Skills

Teamwork — Expert

Problem Solving — Expert

Critical Thinking — Expert

Skills Summary

Python
- Built a Python-based stock tracking webapp with 545 interactive, real-time graphs. Site gets 8,000 visits/month and was cited in "Fortune."
- Created and maintain a Python-driven Python Programming Tutorials website.
- Developed Python app for voice control of lights, thermostat, and garage door. Integrated smart home devices, Raspberry Pi, and a webcam.
- Designed a 3D Maze game using Python and MySQL.

Ruby
- Developed an online exam system for a continuing education site.
- Built 5 mobile apps, including an alarm app and a reminder app.
- Solved 55 Ruby problems at codewars.com.
- Contributed to 7 Ruby projects on GitHub, including Homebrew and Fastlane.
- Created chat functionality for a SaaS website.

Conferences

OSCON 2016

Roy Jackson
Back End Developer

03 123 4567
example@wozber.com
www.wozber.com
Auckland, New Zealand

EXPERIENCE

Senior Back End Developer
XYZ Company
10/2017 - Present
- Lead the team in migrating legacy infrastructure to modern stack, utilizing .NET Core, CQRS, and Azure cloud.
- Redeveloped existing systems to support custom account management, content, and mobile business verticals.
- Successfully integrated cloud services for RIA support and product fulfillment application, multilingual content services, and a pluggable payment provider architecture for pre-authorization credit card payments.

.NET Developer
New ZXY
08/2015 - 09/2017
- Developed a platform for e-Commerce digital distribution used by 200,000 users worldwide, employing .NET and Azure cloud infrastructure.
- Provided infrastructure and integration guidelines for load-balancing and web farm deployment.
- Designed and implemented scalable back end for 10 business-critical websites.

Junior Back End Developer
XYZ Initial
04/2015 - 07/2015
- Optimized SQL queries for the heavy-load parts of the system, which improved website responsiveness and reduced the database costs by 20%.
- Developed and maintained 10+ websites, using ASP.NET MVC and SQL Server.

EDUCATION

Software Engineering
The University of Auckland
2015
Bachelor of Engineering

Created with wozber

SUMMARY

Back End Developer with 5+ years of full-stack experience designing, enhancing and maintaining .NET web applications on Azure cloud.

SKILLS

OOP	Expert
C#	Advanced
ASP.NET MVC	Expert
ASP.NET Web API	Expert
ASP.NET Core MVC	Expert
Microsoft SQL Server	Advanced
Entity Framework	Advanced
SignalR	Expert
CQRS	Advanced
Microsoft Azure	Advanced
TypeScript	Intermediate
Angular	Intermediate
Webpack	Intermediate
Git	Advanced
CSS	Advanced
HTML	Advanced
JavaScript	Advanced
Agile	Advanced
TDD	Advanced

LANGUAGES

English	Native
German	Intermediate

www.wozber.com

Left Resume (marked with ✗)

Tim Janssen
Software Engineer
202-555-0110
tjanssen_zety@gmail.com
linkedin.com/in/tjanssen_zety

Diligent software engineer with 5+ years experience in commercial application development. Eager to join Cyclone Inc. to build innovative and cutting edge business solutions for the impressive suite of clients within its global reach. In previous roles, slashed downtime by 25% and ensured 98% on-time project completion. Also identified and dealt with a significant process bottleneck that boosted coding efficiency by 35% when resolved.

Experience

Software Engineer
CirroStratus Inc.
May 2016–present
Engineered modern applications with Java, JavaScript, SQL Server, and No SQL. Built innovative microservices and Web Services (incl. SOA/SOAP/REST/XML). Utilized Cloud Foundry for efficient building on top of Kubernetes. Efficiently deployed and integrated software engineered by team and updated integration/deployment scripts to improve continuous integration practices. Liaised with Product Managers to identify minimum viable product requirements and clearly defined feature sets into well-scoped user stories for individual team members. Maintained maximum uninterrupted flow of business-critical ops. Cut downtime by 25% and costs of warranty by up to 45%.

Software Engineering Intern
Kell Tech
September 2015–May 2016
Supported Kell Tech's testing and engineering processes. Confirmed that completed software met client requirements. Completed maintenance on existing programs. Worked closely with product team on scope of future projects and innovations. Carried out continuous identification, measurement, and improvement of processes.

Education

Bachelor of Computer Science
Carnegie Mellon University
2012–2015

Skills

- Adaptability
- Teamwork
- Agile frameworks
- Interpersonal communication skills
- Java, HTML, CSS, SQL Server, No SQL
- Status tracking frameworks (Jira and Rally)
- Practical knowledge of SQL and database concepts
- Solid knowledge of cybersecurity principles

Certifications

- Cloudera Certified Developer for Apache Hadoop (CCDH)
- Oracle Java Certifications Associate Professional
- Puppet Labs Puppet Developer Certification

Languages

- Dutch (Advanced)

Right Resume (marked with ✓)

Tim Janssen
Software Engineer

Personal Info

Phone
202-555-0110

E-mail
tjanssen_zety@gmail.com

LinkedIn
linkedin.com/in/tjanssen_zety

Skills

Adaptability

Teamwork

Agile frameworks

Interpersonal communication skills

Java, HTML, CSS, SQL Server, No SQL

Status tracking frameworks (Jira and Rally)

Practical knowledge of SQL and database concepts

Solid knowledge of cybersecurity principles

Languages

Dutch
Advanced

Diligent software engineer with 5+ years experience in commercial application development. Eager to join Cyclone Inc. to build innovative and cutting edge business solutions for the impressive suite of clients within its global reach. In previous roles, slashed downtime by 25% and ensured 98% on-time project completion. Also identified and dealt with a significant process bottleneck that boosted coding efficiency by 35% when resolved.

Experience

2016-05 - present

Software Engineer
CirroStratus Inc.

- Engineered modern applications with Java, JavaScript, SQL Server, and No SQL.
- Built innovative microservices and Web Services (incl. SOA/SOAP/REST/XML).
- Utilized Cloud Foundry for efficient building on top of Kubernetes.
- Efficiently deployed and integrated software engineered by team and updated integration/deployment scripts to improve continuous integration practices.
- Liaised with Product Managers to identify minimum viable product requirements and clearly defined feature sets into well-scoped user stories for individual team members.

Key achievement: Maintained maximum uninterrupted flow of business-critical ops. Cut downtime by 25% and costs of warranty by up to 45%.

2015-09 - 2016-05

Software Engineering Intern
Kell Tech

- Supported Kell Tech's testing and engineering processes.
- Confirmed that completed software met client requirements.
- Completed maintenance on existing programs.
- Worked closely with product team on scope of future projects and innovations.
- Carried out continuous identification, measurement, and improvement of processes.

Key achievement: Identified and dealt with a significant process bottleneck that boosted coding efficiency by 35% when resolved.

Education

2012 - 2015

Bachelor of Computer Science
Carnegie Mellon University

- Heavy focus on full stack engineering with modules on both front and back end processes.
- Built a mock payment system for an Android ecommerce app for a senior year project.

Certificates

Cloudera Certified Developer for Apache Hadoop (CCDH)

Oracle Java Certifications Associate Professional

Puppet Labs Puppet Developer Certification

How to write a formal e-mail?

Subject: Question about the History 1B assignment

Dear Professor Smith,

I am Lexie Brown, from History 1B, Section 1. In the syllabus, the deadline for our latest assignment is listed as April 9th. However, in class on Monday you mentioned April 12th as the deadline.

Could you please verify the correct deadline?

Thank you so much for your time.

Sincerely,
Lexie Brown

Subject: History 1B: Appointment request

Dear Professor Smith,

I am a student in your History 1B class, Section 1. I faced some difficulties with selecting a topic for my research paper, and I would appreciate it if I could discuss it with you during your office hours.

Please let me know if you are available to meet this week.

Thank you for your time. I look forward to your reply.

Best regards,
Lexie Brown

Subject: Do you have student discounts for the Annual Coding Conference?

Greetings,

I would like to ask if you provide student discounts for tickets to the Annual Coding Conference.

I'm a full-time student at the University of Texas and I'm very excited about your event, but unfortunately, the ticket price is too high for me. I would appreciate if you could offer me an educational discount.

Looking forward to hearing from you!

Best,
[Your name]

Questions???

References

- https://www.prospects.ac.uk/
- https://www.nus.org.uk/articles/how-to-write-a-cv
- https://www.newkiwis.co.nz/