

**RESUME'NİZ SİZİ
YANSITIYOR MU?**





1.

Contact
information

2.

Summary or
objective

3.

Skills or
highlights

4.

Professional
experience

5.

Education
section

6.

Optional
section

Brian Boyle

Marketing Consultant

Email: brian.boyle@me.com
Cell: +1 -2345 – 123 456 789
LinkedIn: [linkedin.com/boyle](https://www.linkedin.com/boyle)

SUMMARY

A driven and ambitious student of BA in Media Studies at the University of California Berkeley with a 3.9 GPA. Keen to succeed in the position of Marketing Consultant at XYZ Ltd. by implementing my extensive theoretical background in copywriting, campaign development and event planning. Eager to assist the company by establishing strong relationships with clients, developing attractive marketing materials and implementing best industry practices.

HIGHLIGHTS

- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, and independently.
- Well developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
- Strong computer skills in Microsoft Word and SPSS for Windows.

EXPERIENCE

FREELANCING & VOLUNTEERING

Los Angeles, CA

Nov 2017 to present

- Planned and oversaw marketing campaigns for neighborhood events, including developing flyers, posters and managing social media marketing.
- Turned a friend into a Playstation user by effectively communicating the advantages of the product.
- Successfully spearheaded a fan website for a local musician and managed a team of three content creators. The site was cited in a local newspaper.
- Completed various online courses on marketing strategy and creative advertising.
- Wrote original, attractive product descriptions for a WIRED Magazine.

EDUCATION

University of California Berkeley

2018 to present

Media Studies

GPA: 3.9

Relevant coursework: (Consumer Behavior, Social Media, Narrative)

CERTIFICATIONS

Google ADS Certification (AdWords Display Certification)

2020

Social Media Academy (Powered by WordStream)

2019



Nelerden bahsedeceğiz?



CV NEDİR?



RESUME NEDİR?



KİMLER RESUME HAZIRLAMALI



RESUME ÇEŞİTLERİ NELERDİR?



RESUME HAZIRLARKEN DİKKAT EDİLMESİ GEREKEN
NOKTALAR ve ATS CİHAZLARINDAN RESUMEMİZİN
GEÇMESİ İÇİN YAPILMASI GEREKENLER



AMAÇ

- Bir işe başvuru yapıldığında, işe alımcılar açısından kimsenin birbirinden farkı yoktur. Ancak birilerini diğerinden öne çıkaran şey kendini en iyi biçimde tanıtmasıdır. İşe alımcılar (**recruiter**) başvuranları resume ya da CV lerinden tanır. Bu sebeple **resume ya da CV işe giden yolda birinci ve en önemli basamaktır.**





CV NEDİR?

- **CV açılımı** şudur; Curriculum Vitae. (the race of life)
- Beceriler, deneyimler, eğitim durumu, iş tecrübesi ve benzeri gibi konularda hazırlanan kişiye ait hayat özetidir.
- Latince kökenli bir kelimedir. Curriculum; koşu, çerçeve, döngü gibi anlamlara gelirken Vitae hayat anlamını taşır.
- **Curriculum Vitae** kelime grubunu iş hayatında **özgeçmiş** olarak özetleyebiliriz.





RESUME NEDİR?

- **RESUME** , Fransızca **résumé** "özet" anlamına gelir. Bir ya da en fazla iki sayfa uzunluğunda yeteneklerinizi, tecrübelerinizi ve eğitiminizi özetlediğiniz formattır. İşverenin kısacık sürede sizin hakkınızda bilgi edinmesini **resume** ile sağlarsınız.





RESUME VE CV' NİN FARKI NEDİR?



- **CV** de yapılan tüm akademik çalışmalar, makaleler, yayınlar, ödüller, projeler gibi ayrıntılı bilgiler yer alır. Otobiyografi şeklinde olur. Kronolojik bir sıralama mevcuttur. Yapılan çalışmalara göre sayfalarca hazırlanabilir
- **Resume** de ise, iş yaşamı ile ilgili kabiliyetlerimizi, yeteneklerimizi özet bir şekilde sunarız. İki sayfayı geçemeyecek şekilde hazırlanır.



KİMLER CV YAZMALI

- ✓ Üniversiteye akademik olarak başvuru yapanlar (lisans, yüksek lisans, doktora gibi programlara başvuracak olanlar)
- ✓ Araştırma asistanlığı (research assistantship), öğretim asistanlığı (teaching assistanship) veya genel asistanlık (general assistanship) başvurusu yapanlar,
- ✓ Uluslararası burs başvurusu yapanlar,
- ✓ Yabancı üniversitelere proje hazırlamak isteyenler



Akademik



RESUME ÇEŞİTLERİ

Common Resume Types

John A. Doe
999 Main Street, Ann Arbor, MI 99999
(123) 555-1234
johndoe@email.com

CAREER OBJECTIVE

EMPLOYMENT HISTORY

CORE QUALIFICATIONS

EDUCATION

Employment History

Senior Process Engineer, September 2016 - Present, Zezee Corp. Ann Arbor, Mich.
Process Engineer: Technical Support, September 2012 - September 2016, Zezee Corp. Ann Arbor, Mich.
Technical Professional, September 2010 - September 2012, City of the Stars, Mich.

Chronological

- Lists most recent position first
- Preferred by employers
- Most common resume type

John A. Doe
999 Main Street, Ann Arbor, MI 99999
(123) 555-1234
johndoe@email.com

CAREER OBJECTIVE

CORE QUALIFICATIONS

EXPERIENCE AND SKILLS

Experience and Skills

Skilled in Government Guidelines - Quality Control - Urban Planning - Environmental Impact - Mitigation and Research - Geology/Hydrology - Site Evaluations - Computer Software Tools - Scientific Grant Writing
Administrative: Lead coordinator for the daily processing of the thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.
Problem Solving: Designed a waste management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.
Management: Oversew operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

Functional

- Focuses on skills and experience
- Often used by people who are changing careers or who have gaps in their employment history

John A. Doe
999 Main Street, Ann Arbor, MI 99999
(123) 555-1234
johndoe@email.com

CAREER OBJECTIVE

CORE QUALIFICATIONS

EMPLOYMENT HISTORY

EDUCATION

EXPERIENCE

Core Qualifications

- Background managing direct transportation planning and programs
- Adept at managing programs and people
- Able to anticipate and project organizational change
- Background as administrator of office operations

Employment History

Senior Process Engineer, September 2016 - Present, Zezee Corp. Ann Arbor, Mich.
Process Engineer: Technical Support, September 2012 - September 2016, Zezee Corp. Ann Arbor, Mich.
Technical Professional, September 2010 - September 2012, City of the Stars, Mich.

Combination

- Mix of chronological resume and a functional resume
- Highlights relevant skills while providing chronological work history
- Emphasizes what makes you the best fit for the job, while still giving the employer desired information



Kronolojik Resume

İş hayatındaki tüm hareketlilik, adım adım yazılmalı. Arada tarihsel boşluklar olmamalı

- ☐ Contact Information
- ☐ Objective or Summary
- ☐ Professional Experience
- ☐ Relevant Skills
- ☐ Education
- ☐ Additional Information

Chronological Resume Form

Name and contact information

Janet Chobot

Little Rock, Arkansas • (123) 456-7891
agardner@email.com

Summary or objective

Summary

An exceptionally organized and friendly dental assistant with 3+ years of successful experience working with dental offices and clients.

Professional history

Professional History

Smith Family Dentistry, Dental Assistant

July 2017 – Present

- Clean and prepare treatment rooms
- Prepare patient to be seen by for dental treatment
- Answer common patient questions about dental procedures, treatments, and issues

E&H Dental, Office Assistant

August 2015 – July 2017

- Organized client schedules
- Received patients upon arrival
- Handled client billing and paperwork
- By end of work experience, took on key dental assistant roles

Educational history

Educational History

Little Road Junior College

August 2012 – June 2014

Certified Dental Assistant Program

Skills and abilities

Skills

Dental assistant skills include: DANB certification • X-ray certification • Denture impressions • Calming personality and demeanor • Hygienic • Minor oral surgery experience



Fonksiyonel Resume

Başvuru yapılacak işle alakalı yeteneklere odaklanılmalı

- ☐ Contact Information
- ☐ Objective or Summary
- ☐ Skills
- ☐ Work Experience
- ☐ Education
- ☐ Additional information

İş yaşantısında ve iş geçmişinde boşluklar varsa,

Kariyer olarak farklı alanlarda çalışılmışsa,

Bayanlarda doğum gibi sebeplerle boşluklar varsa bu resume tercih edilmeli.

Functional Resume

Name and contact information

James Kennedy

555 Cherry Ln
Ann Arbor, Michigan 48111-9626
(111) 777-888
jameskennedy@email.com

Summary

Summary

Customer Service Representative with over three years of experience resolving complex customer inquiries. Passionate about building strong customer relationships, driving brand loyalty, and increasing customer engagement.

Area of Experience

Retail Sales, Data Entry, Microsoft Office, Typing, Complaint resolution, Service-based selling, Fluency in French and Spanish

Skills

Process Streamlining

Created customer service email scripts used across the company to interact with customers. Single-handedly created customer service representative training manual, reducing on-boarding process from 8 to 6 weeks. Reduced average customer representative call time by 90 seconds with intuitive online training

Complaint Resolution

Answered an average 50+ calls per day from unsatisfied customers related to delays in shipment, order mistakes and lost orders. Achieved 97% average customer satisfaction rating, surpassing team goal by 12%.

Service-based Selling

Consistently exceeded application targets by 10%+ with innovative up-selling techniques. Pioneered development of improved system for following up with unsatisfied customers, reducing customer churn by 6%.

Experience

Cloud Clearwater, 2017

Customer Service Manager: Managed customer relationships via phone and email to obtain payments, resolve inquiries and up-sell programs.

Customer referral program: Spearheaded project, increasing customer base by 15% in less than 6 months.

Tradelot, 2016

Customer Service Representative: Resolved customer inquiries via phone and email, consistently exceeding targets and pioneering processes for better customer satisfaction.

Education

Coral Springs University, 2009–2013

Bachelor of Science in Business Administration



Kombinasyon Resume

Bu tür resumeler hem chronological hem de functional resumelerin karışımıdır. Bu arada hem iş yaşantısı hem de yetenekler ön plana çıkarılır. İş yaşantısı çalkantılı olanlar, teknik skillerde kendini zayıf hissedenenler tercih edebilir

- ☐ Contact Information
- ☐ Objective or Summary
- ☐ Skills
- ☐ Work Experience
- ☐ Education

Combination Resume

Name and contact information

Alex Lee

Scranton, Pennsylvania • (123) 456-7891 • alex.lee95@email.com

Summary

Summary

A strategically-minded and hard-working sales associate with 2 years of experience increasing sales and increasing brand awareness.

Skills and abilities

Skills

Sales and marketing skills include: Tableau (intermediate level) • Excel (intermediate level) • Salesforce Administration (entry level) • Team player • Hardworking • Creative

Professional experience

Professional History

L&O Financial, Sales Associate

August 2016—Present

- Utilize Salesforce to help manage client accounts
- Learned and used various data analytics tools, including Excel and Tableau, to provide data insights
- Work collaboratively with other associates and managers to create new marketing strategies

L&O Financial, Intern

June 2016—August 2016

- Trained on industry financial systems
- Assisted sales teams with day-to-day operations
- Learned skills in sales and developing client relationships
- Accepted as full-time Sales Associate following successful internship

Education

Educational History

Pennsylvania State University

August 2012 – June 2016

B.A., Communications, 3.95 GPA

Awards

Awards Include: Magna Cum Laude, President's Scholarship Award (2014), Academic Honors (2012-2016)

Extracurriculars include: Debate Team Captain (2015), Student Government Treasurer (2013-2014), Habitat for Humanity (2012-2016).



Kronolojik Resume Avantaj ve Dezavantajları

İş yaşantısı kronolojik yazılır

- **Avantaj:** Yazımı kolaydır. Okunması kolaydır. İşveren tarafından en çok tercih edilen resume türüdür.
- **Dezavantajı :** İş yaşantısındaki çalkantılar hemen fark edilir. Çok sık iş değiştirilmişse tercih edilmemelidir.





Fonksiyonel Resume Avantaj ve Dezavantajları

Kronolojiye bakılmaksızın yeteneklere odaklanılır.

- Avantaj:** Hangi konuda kabiliyetlerin olduğunu daha net ifade edilir. İş tecrübesi yoksa tercih edilebilir.

- Dezavantaj :** İş yaşamıyla ilgili ayrıntı bilgi sunulamadığı için işveren tarafından eksik olarak değerlendirilebilir.



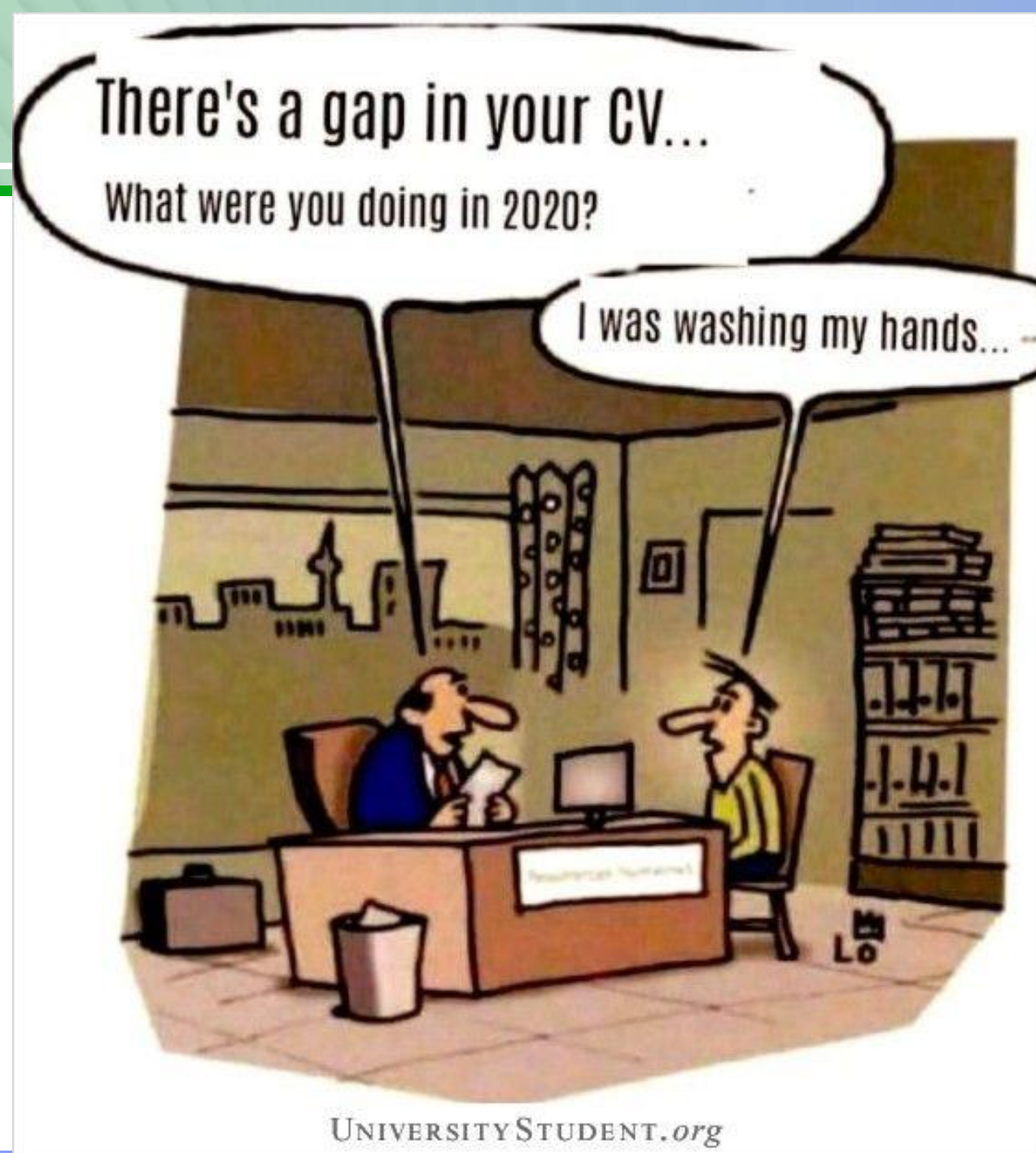


Kombinasyon Resume Avantaj ve Dezavantajları

Her iki resume harmanlanarak oluşturulur

- **Avantaj** : Hem iş yaşantısına hem de yeteneklere değer veren işverenler tarafından tercih edilir.





Resume Bölümleri





RESUME BÖLÜMLERİ

Contact Information



Summary or Objective



Professional Experiences



Skills



Education



Additional Information



**JOHN
ANDERSON**

Phone: 808-242-7291

E-mail: andersonjohn@gmail.com

Website: andersonjohn.com

JUNIOR JAVA DEVELOPER

PROFILE

Goal-oriented Junior Java Developer with 1+ year of experience in Java, JUnit and HTML. Able to work well independently or as part of a professional computer program development team.

EXPERIENCE

JUNIOR JAVA DEVELOPER

Best Solutions (2015 - 2017)

- Participated in architecture enhancements
- Participated in coding activities
- Supported enterprise releases, maintenance releases
- Maintained integrity of program logic and coding
- Evaluated interface between hardware and software, operational requirements, and characteristics of overall system
- Tested functionality of the application code on multiple browsers
- Pushed code through development, Integration, Test, Staging and Production environments using GIT

SKILLS

- Java, Java Script
- HTML, DHTML
- iBatis/MyBatis
- Eclipse/JUnit
- PostgreSQL
- Spring MVC

EDUCATION

BS SOFTWARE ENGINEERING

New City College (2014 - 2010)

BA IN COMPUTER SCIENCE

School of The Computer Sciences (2010 - 2008)

Contact Information





Contact Information

Michael Smith

Senior Front End Developer

✉ michael.smith@novoresume.com

📍 Texas, United States

🐙 github.com/michael-smith

📞 +1 730 512 5123

🌐 linkedin.com/in/michael-smith

📄 michael-smith

Name , Surname

Title

SOFTWARE ENGINEER

from Resume Genius

Email: youremail@gmail.com

Phone: 895-555-5555

Address: 4397 Aaron Smith Drive
Harrisburg, PA 17101

LinkedIn: linkedin.com/in/yourprofile

Email

Phone Number

Address

LinkedIn

GitHub

Summary/Objective





Summary or Objective

RESUME OBJECTIVE

- 8+ of experience facilitating cutting-edge engineering solutions with a wide range of e-commerce application and technology skills
- Proven ability to leverage full-stack knowledge and experience to build interactive and user-centered website designs to scale
- Extensive expertise in large system architecture development and administration, as well as network design and configuration

- Bu kısımda kaç yıllık tecrübeye sahip olunduğu ve karakteristik özellikler anlatılır. Örneğin, analitik düşünce, hızlı adaptasyon, kolay öğrenme vb.
- Teknik yeteneklerden de çok kısa bahsedilebilir.
- Bu kısım işverenin ilk göreceği yer olduğu için çok önemlidir ve çok uzun ayrıntılı bilgi içermemelidir.

Professional Experiences





Professional Experiences

EXPERIENCE

SENIOR WEB DEVELOPER / SYSTEMS ARCHITECT

New Enterprise / San Jose, CA / September 2013 - Present

- Structure several internal systems comprising or conversion/revenue reporting, and production w REST APIs built in Python, Laravel PHP, and Node
- Successfully installed Linux servers and virtualize Amazon Web Services
- Designed and implemented PHP web application configuration and allocation

SENIOR PROGRAMMER

E-Commerce Agency / San Bruno, CA / June 2010 - August 2

- Successfully generated back-end programming u Apache with Kohana 2, PHP 5, CSS, JavaScript/jQ
- Created e-commerce sites integrated with PayPa
- Provided leadership as a subject matter expert (S and general upgrades/maintenance of servers
- Implemented new C# class library for the SQL se previous web page frameworks

Company Name, Location, Job Title, Date başlıklarından oluşur.

Burada yapılan görev ve sorumluluklardan çok ayrıntıya girmeden bahsedilir.

Son çalışılan projeden geriye doğru gidilerek oluşturulur



Professional Experiences

Aksiyon Fiilleri Kullanın

Analytical Skills

achieved
acquired
adjusted
amended
appointed
assumed
attained
borrowed
bought
circulated
cleared
commissioned
conceived
contrasted
convinced
decided
defined
distributed
diversified
divested
edited
engaged
enlarged
enriched
fit
furnished
gained
hosted
illuminated
improved
improvised
inquired
invited

Administrative Skills

administered
advanced
advertised
approached
arranged
authorized
budgeted
cataloged
chaired
charted
classified
collected
compiled
contrived
corresponded
deferred
delegated
dispatched
documented
executed
governed
hired
implemented
inspected
managed
monitored
operated
organized
generated
moderated
obtained
ordered
oversaw

Research Skills

adhered
admitted
altered
analyzed
assisted
audited
authored
canvassed
carried out
clarified
cold called
collaborated
concluded
conducted
controlled
critiqued
discovered
elected
evaluated
examined
extracted
fielded
formulated
gathered
identified
indoctrinated
interpreted
interviewed
invested
investigated
modeled
noticed
observed

Technical Skills

acclimated
addressed
assembled
assessed
automated
built
calculated
captured
centralized
computed
contracted
converted
depreciated
designed
displayed
drafted
engineered
expanded
expedited
extended
functioned
gauged
installed
involved
isolated
maintained
merged
multiplied
overhauled
passed
prioritized
programmed
prompted

ACTION VERBS	HOW TO USE IT ON YOUR RESUME
Accelerated	Accelerated development of the company's inaugural internship program.
Collaborated	Collaborated with a team of eight people to raise \$1.5 million for charity.
Supervised	Supervised a cross-departmental initiative that resulted in a 10% increase in revenue.
Implemented	Implemented framework and best practices for customer success.
Designed	Designed a wireframe for the company's first-ever mobile application.
Enhanced	Enhanced customer experience with a new platform.

Skills





Skills

SKILLS

MySQL/MariaDB

Microsoft

ReactJS/VueJS

Bash / Shell

Microsoft Windows Server

ReactJS

HTML5/CSS3/SAS

Laravel PHP

ElasticSearch

Linux Operating System

- Üzerinde çalışılan projeler ve bu projelerin yüklü olduğu GitHub adresi işverenin sahip olduğunuz toollara ne kadar vakıf olduğunuz görmek için güzel bir fırsat sunar.
- Puanlanmış skiller çok tercih edilmemelidir.



Skills

The Skills Companies Need Most in 2020

Easy Resume

Top Soft Skills to Include on Your Resume

- | | |
|-------------------|-------------------|
| 1 Communication | 5 Organization |
| 2 Computer Skills | 6 Problem-Solving |
| 3 Creativity | 7 Teamwork |
| 4 Leadership | 8 Time Management |



Top 5 Soft Skills

- 1 Creativity
- 2 Persuasion
- 3 Collaboration
- 4 Adaptability
- 5 Emotional intelligence



Top 10 Hard Skills

- 1 Blockchain
- 2 Cloud computing
- 3 Analytical reasoning
- 4 Artificial intelligence
- 5 UX design
- 6 Business analysis
- 7 Affiliate marketing
- 8 Sales
- 9 Scientific computing
- 10 Video production





Skills

SKILLS

Python (NumPy, Pandas, Scikit-learn, Keras, Flask)
SQL (Redshift, MySQL, Postgres, NoSQL)
Git
Leadership Experience
Recommendation Engines
Customer Segmentation
Propensity Modeling
Productionizing Models

SKILLS

Java
C++
Python
MySQL / SQL
Hadoop
Customer requirement prioritization
Problem Solving
Data optimization Knowledge and skills

SKILLS

- Python
- Pandas
- NumPy
- Data Visualization
- Data Cleaning
- Command Line
- Git and Version Control
- SQL
- APIs
- Probability/Statistics
- Data Manipulation

SKILLS

Python (NumPy, Pandas, Scikit-learn, Flask), SAS; SQL - Redshift, MySQL; ElasticSearch; Recommendation Engines, Customer Segmentation & Retention Models, Price Optimization, Productionizing Models

SKILLS

- | | | | |
|--------------------|-----------------------|---|---------------|
| • Microsoft Access | • Python/Java/C++ | • Data languages Hive, Pig, Spark (MLLib) | • Data mining |
| • SQL | • Business Management | | • Tableau |

Education





Education

- Eğer IT ile alakalı yada yardımcı bölümlerden mezun olunmuşsa belirtilmelidir.

EDUCATION

MBA - Concentration in Business Analytics
University of Texas at Austin
08/2008 – 06/2010

Bachelor's in Statistical Science
Southern Methodist University
08/2005 – 06/2008

PROFESSIONAL CERTIFICATES

Certification of Professional Achievement in Data Sciences (2016)
Online course - Columbia University

EMC Proven Professional Data Scientist Associate (2014)
Dell EMC Education Services

- IT ile ilişkilendirilemeyecek bir bölümden mezun olunmuşsa , kurs bilgileri ve ek olarak alınan sertifikalardan bu bölümde bahsedilebilir.



Education Section



"Your resume is impressive, but next time try to shorten it from 100 pages to one."

EDUCATION

Ph.D. Pharmacology and Molecular Signaling

Columbia University

📅 08/2011 - 11/2017 📍 New York, NY, USA

- GPA 3.94/4.00

B.Sc. Chemistry

Massachusetts Institute of Technology

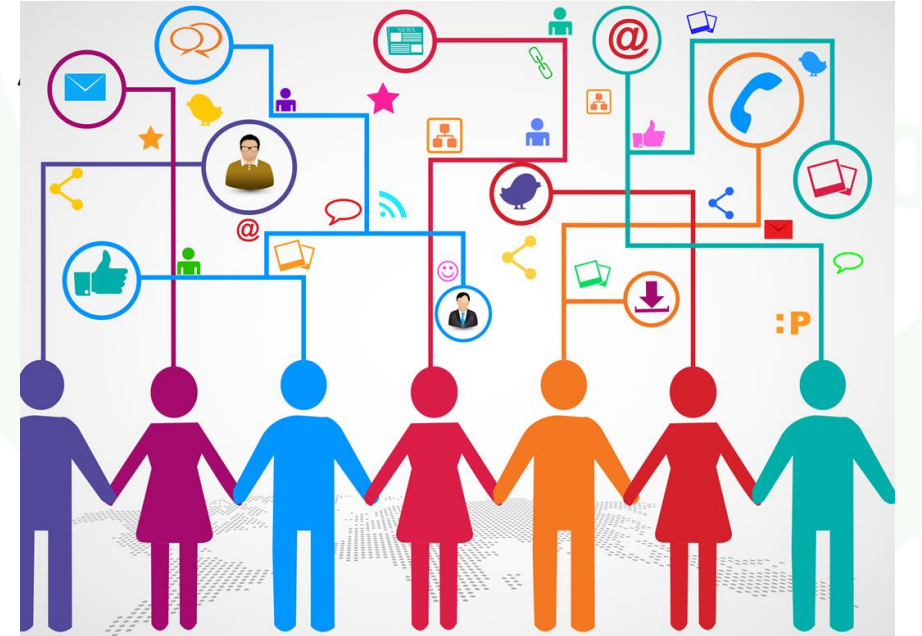
📅 09/2006 - 06/2011 📍 Cambridge, MA, USA

- Minors in Biology, Theater Arts
- GPA 4.5/5.0



Additional Information

- Uye olunan aktif gruplardan (Dernekler, platformlar vb.) ,
- Alınan ödüllerden,
- Yer alınan sosyal sorumluluk projelerinden,
- Freelance projelerden(IT dışında olabilir)
- Web sayfası yada bloglardan bahsedilebilir.



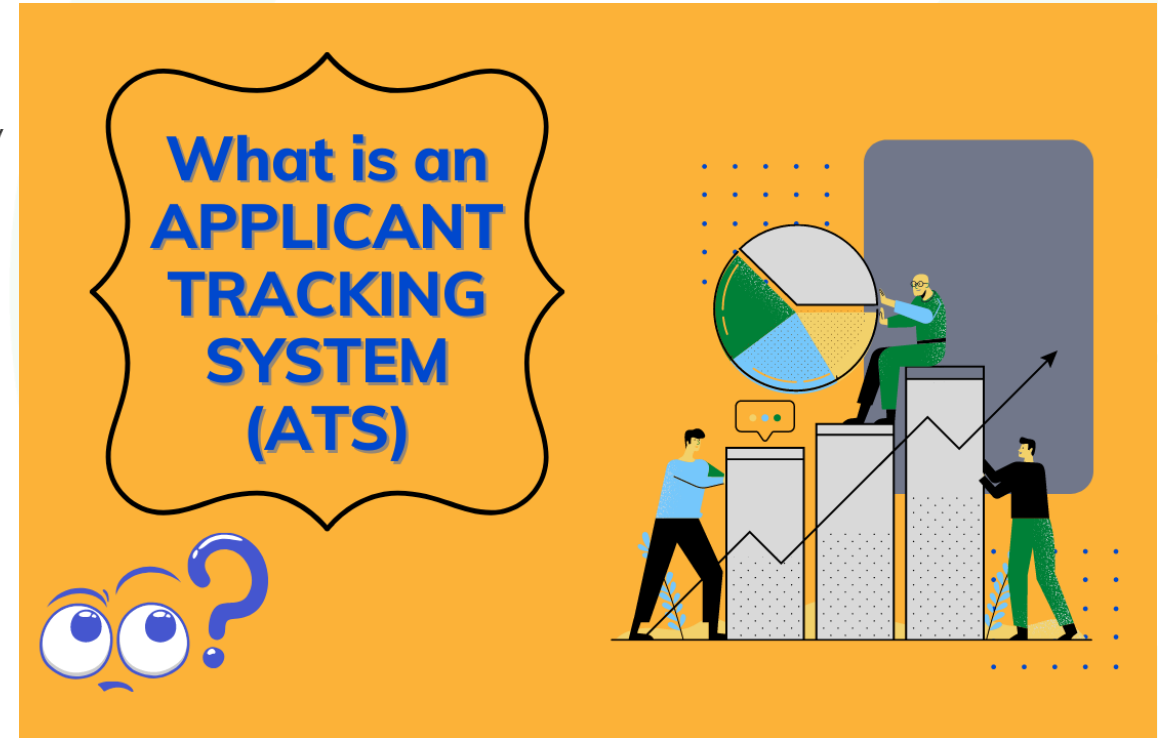


ATS (APPLICANT TRACING SYTEM)



ATS (APPLICANT TRACKING SYSTEM)

ADAY TAKİP SİSTEMİ





Resume 'nin İşveren İle Buluşması

Birçok firma doğrudan resumeyi kontrol etmek yerine **Başvuru Takip Sistemi (Applicant Tracking System – ATS)** kullanmaktadır. Bu sistem bazı kilit ifadeleri algılayabilir. Bu kilit ifadeler şirket beklentilerine göre farklılık gösterebilir. Örneğin; cloud, scrum, analitik düşünme yada özellikle bir tool olabilir. Bu sebeple yazacağımız kilit kelimeler önem arz etmektedir. Ayrıca grafik, şekil ve renklerin yoğun kullanıldığı resumeler takip sisteminde takılabilir.





Applicant Tracking System

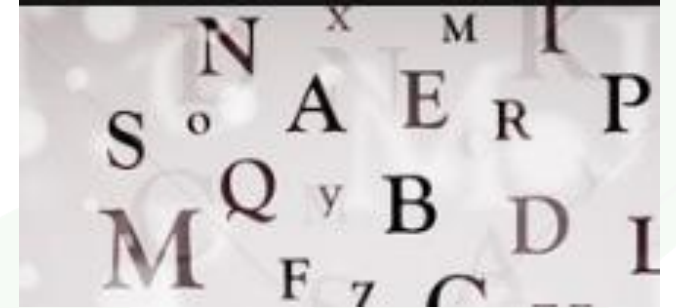
- Oluřturulan resimler kaydedilirken zellikle doc ve docx řeklinde kaydedilmeli ve gnderilmeli . Pdf formatı da tercih edilebilir. (**zellikle png, jpeg, txt řeklinde resimler dikkate alınmayabilir**)
- zellikle bařvuru takip sistemi word dokumanı dıřındaki dokumanlardaki kilit kelimeleri tanımayabiliyor.





Applicant Tracking System

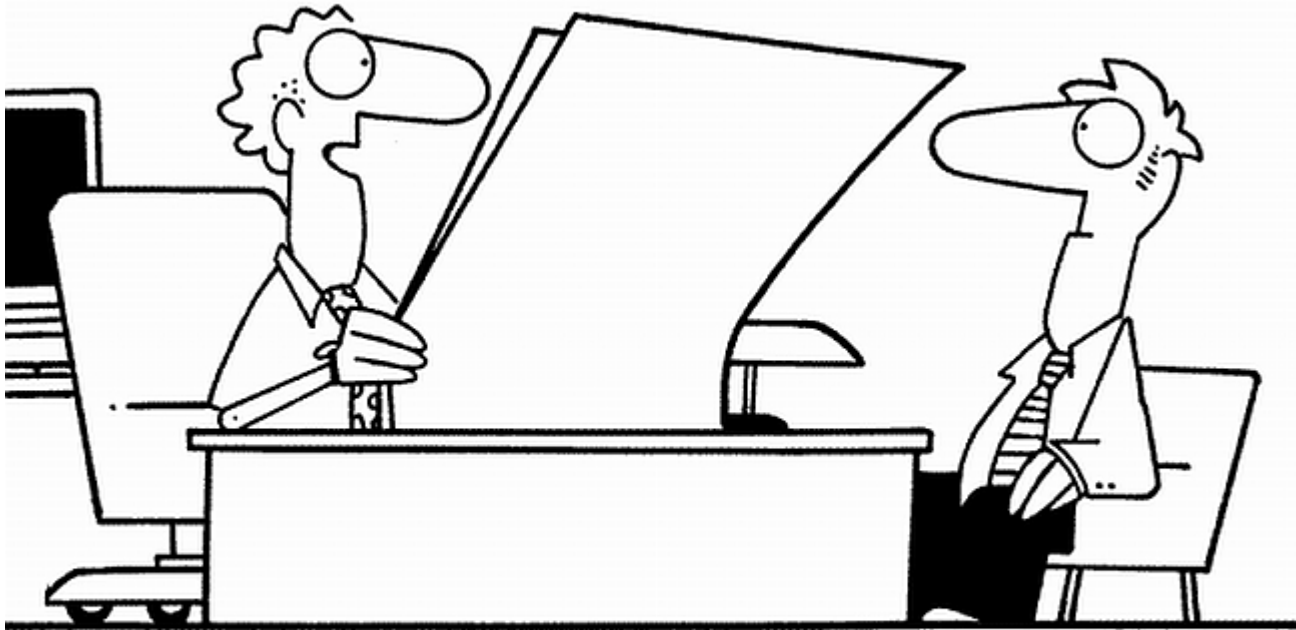
- **Yazı Fontu** → 11 puntodan küçük olmamalı
- **Yazı Tipi** → Kolay anlaşılır ve sade olmalı
- **Headers** → Yaklaşık 14 punto olmalı
- **Kenar boşlukları** → Çok fazla olmamalı, çok dar kalmamalı.
- **Satır aralıkları** → En az 1.15 tercih edilmelidir.
- **Yazı biçimi** → Özellikle fark edilmesini istediğimiz kelimeleri bold yapabiliriz, altı çizili ya da italik olması tercih edilmiyor.





Applicant Tracking System

© 1998 Randy Glasbergen. www.glasbergen.com



**“We’re a big company with big ideas,
and by gosh, I really like your big r  sum  !”**

- ☐ Resume, Sade, yalın ve anlaşılır olmalı
- ☐ Resume, renk ve grafiklere boğulmamalı
- ☐ Resume, çıktı olarak verilecekse, çıktı kalitesi yüksek olmalı
- ☐ Resume, 1 yada maksimum 2 sayfadan oluşmalı



Applicant Tracking System



- ☐ Dil olarak genellikle İngilizce kullanılıyor. Ancak bazı ülkelerde yerel dille de hazırlanması gerekebilir.
- ☐ Cümleler yapısal olarak resume kurallarına uygun kurulmalı, gramer hatası yapılmamalı



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- ❑ Resumede yazılan herşey resume sahibini bağlar. En üstte iyi olduğu düşünülen yeteneklere yer verilmelidir.
- ❑ **Soft skill** özelliklerine de yer verilmelidir(problem çözme, uyumluluk, adaptasyon, sunum, liderlik, communication)
- ❑ Farklı iş tanımları için başvuru yaparken aynı resume ile başvurmak yerine iş tanımına uygun kısımları parlatılmış resumelerle başvuru yapmak gerekir.





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- ❑ Resumelerde milliyet, etnik köken, inanış, yaş, cinsiyet, medeni durum, eş ve çocuklar gibi ayrıma sebep olabilecek, işvereni ilgilendirmeyen konular hakkında bilgi verilmemelidir.
- ❑ Work experience da tarih belirtilirken ay ve yıl olarak belirtilmeli (Mayıs 2020-Haziran 2021)
- ❑ IT de zaten bilmeniz gereken toolları yazmak aleyhte karar verilmesine neden olur. Örneğin Office Programları vb.





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- ❑ Resumede yapılan işlemlerden bahsederken kendine güvenen ifadeler kullanılmalı.
- ❑ Resume üzerine cover letter eklemek oldukça faydalıdır. Cover letter resume gönderirken işverene ayrıca ifade etmek istediğimiz özelliklerin yazıldığı bölümdür.



TEŞEKKÜR EDERİZ...

