

Your CV guide

It is important to provide relevant information in your CV.

Last employer. Your experience in the professional field you apply for is always important. If you have no experience, emphasise your education and theoretical/practical preparation.

How well recognised is your company. Are the companies you worked/volunteered for well known, recognised, and valued?

General experience. It is essential to prove that you are a potential employee. Mention the information related to the position you are interested in. Be motivated.

Keyword search. If specific characteristics and experience are required for a job position, recruitment specialists search for these words, highlight them.

Periods of time. If you were unemployed for a certain period of time, specify your activities during that time. Have a prepared answer about the time in-between jobs, your activities.

Your online personality. What do you write about yourself and how do you present yourself online, what photographs do you upload on social media?

Logistics. It is important where you live and if you have a possibility to move if an internship/work is in another city.

Visual presentation. Stylistics, grammar and structure of your CV. Do not use personal photographs from parties or vacation.

An email appropriate for business communication. While you are a student, use KTU individual email. When you are a graduate, it is important to create a representative email, for example, Name.Surname@gmail.com.

KTU Career and Education Centre reminds

Before sending your CV, check 10 key points.

- 01.** The goal of CV. While sending your CV, do not forget to mention the job/internship position you apply for.
- 02.** CV has to be prepared for a certain internship/job position and comply with the interests of the company.
- 03.** CV has to be brief and specific. It should not exceed 1-2 pages.
- 04.** At the beginning of your CV provide a summary of your best competencies and skills.
- 05.** Send your CV document in PDF format; it is recommended to name it using your name and surname (CV_Name_Surname).
- 06.** Besides your former job positions, specify your achievements in your CV.
- 07.** No spelling and grammar mistakes!
- 08.** Your CV has to attract attention in a few seconds.
- 09.** Provide your contact information: telephone number, email address, "LinkedIn" profile link, the city you live in.
- 10.** Remember, each employer and recruitment specialist knows how to use "Google" search.