Photo

(Optional)

**NAME SURNAME**  
Address   
Phone:   
E-mail:   
Date of Birth & Place:

**CAREER OBJECTIVE**You should write a short paragraph in which you will indicate your personal career objective and explain your characteristics suitable for the position you apply for.

**EDUCATION**  
20XX - Present **İstinye University**, Faculty of XXXX  
 Your Major, GPA: X.X / 4.0  
 (Expected graduation in XXXX 20XX)

20XX - 20XX **XXXX** **High School**  
  
**WORK EXPERIENCE**

XXXX – XXXX 20XX *Position,* **Company Name**

* Write down your responsibilities and duties. Describe what you did.
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* Write down your responsibilities and duties. Describe what you did.
* **Skills Gained:** Write down the skills you have gained. For example: Time management, ability to cope with stress, teamwork

**ACTIVITIES**

20XX – 20XX *Position (Member/President etc.)*, **XXXX Student Club**

* Write down your responsibilities and duties. Describe what you did.
* Write down your responsibilities and duties. Describe what you did.

**CERTIFICATES**

XXXX 20XX **Certificate / Training Title**

* If available, write briefly the content of the certificate or training program you attended outside of your courses.

**SKILLS**  **Language Skills:** Write down second and / or third languages you speak. You can give what level you are in parenthesis.   
**Computer Skills:** Write down the programs / applications you use. For example: Microsoft Office Programs

**INTERESTS / HOBBIES** Write down your interests and hobbies that you do regularly and that help you to cope with stress, improve yourself and that keep you busy. If possible, explain briefly, not just list them. For example: Photography, traveling

**REFERENCES**

Try to write at least one academic reference and one reference who know you from your business life, your internship or workplace. You must definitely write the up-to-date telephone, e-mail and position information of your references.