



October  
2021

# World of Work

DO'S AND DON'TS ON A CV

TIPS FOR OPENING A BUSINESS IN  
ANOTHER COUNTRY

A SUCCESS STORY

# DO'S and DON'TS on a CV

## DO'S

### · 1. Follow the Correct CV Format:

Personal details– include: your name and contact details

Education – include details of your degree, relevant training and professional accreditation.

Work History – list your employment history, start with the most recent first. Include: dates, job title, duties and responsibilities.

Experience - write about your experience in the similar work you are applying for.

Skills – list your skills which you think are important for this job.

Hobbies – write hobbies you really enjoy doing in your free time, not the ones you think looks good in a CV.

### 2. Cover letter

It is important to attach a cover letter to your CV whether it is specified or not. You should include a position you are applying for, your skills and some research about the company. The cover letter should be about 2-3 paragraphs. Make sure you write a different cover letter for each job you are applying. Do not send the same letter for all companies.

·

# DO'S and DON'TS on a CV

## DO'S

### 3. Choose the Right Font

Times New Roman is one of the most commonly used fonts but you may find that Cambria or Calibri are better options for digital applications. The ideal font size is 11; remember, the hiring manager will be scanning your CV so it needs to be nice and easy to read.

### 4. Keep it Neat and Tidy

Do not forget to check for spelling and grammatical errors, ensure your CV is not squashed up.

## DON'TS

### 1. Tell a Lie

Do not include the information which is not true. Hiring managers are more careful than ever before when performing background checks. If you are deemed to be the right candidate, a thorough check is likely and your deception will probably be uncovered. Even if you get the job, there's a strong possibility that the lie will eventually come back to haunt you.



# DO'S and DON'TS on a CV

## DON'TS

### 2. Including Irrelevant Personal Information

You don't need to include your nationality and you definitely don't need to mention your age.

Although employers aren't legally allowed to dismiss your application based solely on how old you are, you'll never know if that's the reason they rejected you. Other needless data includes ethnicity, sexual orientation, health status and marital status.

### 3. Include a picture of yourself

Do not Include a photograph of yourself on your CV unless necessary – the vast majority of professional jobs go to the person with the best looking CV, not the photograph.

### 4. Add Negative Information

This means no mention of divorces, failed exams, driving license points and failed business start-up attempts. Additionally, don't complain about a previous employer or even give reasons why you left. You'll be up against stiff competition for the role, don't give the hiring manager any reason to discard your application.



# TIPS FOR OPENING A BUSINESS IN ANOTHER COUNTRY

In order to open a new business, it is necessary to consider the following six elements.

1- Political environment and property rights Considering the international property rights index, it is necessary to choose a country where political risks are minimal.

2- Economic situation Countries with low unemployment rates and strong consumption expenditures have a high chance of success.

3- Personal knowledge Partying with a reliable local business with experience and connections in the industry increases the chances of success. It is necessary to find an environment where we can showcase our skills.

4- Market research services Time, energy, and capital are needed to market it is important to conduct surveys before raising capital



# TIPS FOR OPENING A BUSINESS IN ANOTHER COUNTRY

Working with people who speak at least two languages is more helpful in general business matters

6- Company establishment process Examine the websites of the International Finance Institution and the World Bank, and compare how companies will be established in countries around the world, and compare countries in terms of time, cost and procedures. Attractive countries to start a business abroad: New Zealand Panama And Chile Portugal Singapore and Hong Kong Note1: The procedures required by these countries to set up a company are very few and this will speed you up. Due care should be taken and these six factors should be taken into account when establishing and managing a business abroad.

# A SUCCES STORY

Hello, Ms. Zeynep. -Your success has made quite a splash in the business world. Would you like to share the secret of your success with us? Hello, I want to start the conversation by thanking you for your nice thoughts. I was born on October 13, 1992 in Malatya. This success story started with my interest in computers at an early age. Although I wanted very much to own a computer, I was not bought a computer due to financial difficulties. I used to go to technology stores and constantly examine computers there and learn new things about computers. Later, the owner of the business, who saw that I was going there all the time, gave me a computer, I showed my computer to my friends and I told them that I would develop a software with this computer and that everyone would use this software in the future. I did research on development. When the information I researched on the computer was insufficient, I thought that the books related to software would be useful and started to work as a cashier in our neighbor's market after school. I bought books with the money I earned. I started a job with a low salary.



# A SUCCES STORY

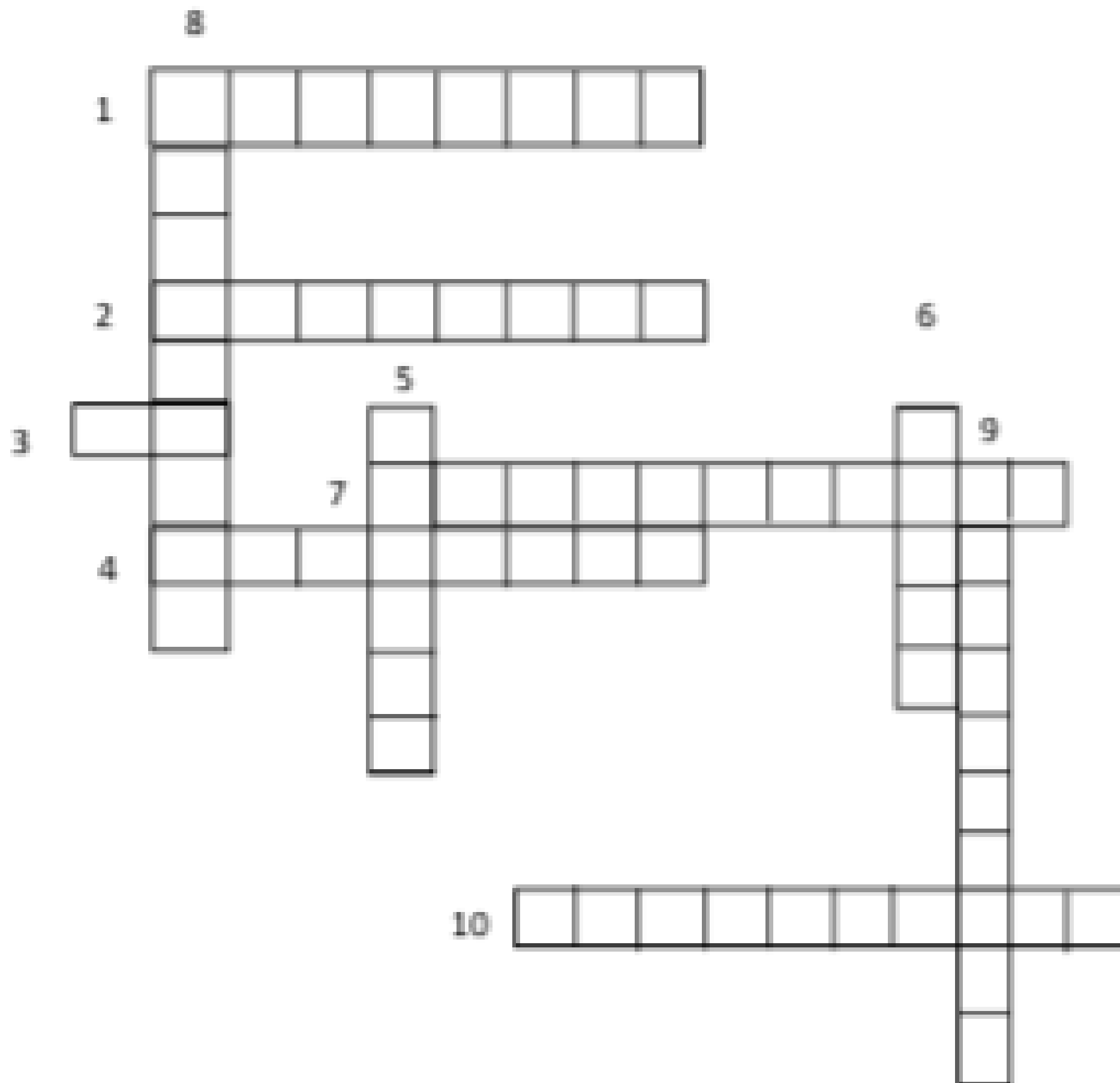
This is how I came to my last year of university. A software assignment on 'online shopping' was given as a final thesis in my final year. I showed this assignment to my boss and he liked it very much. He offered financial support to put this thesis into practice and in return offered to be a partner. This project became popular throughout the country in a short time and I took over the company completely. My company grew gradually and I started to open branches abroad. I saw that these 12 items brought me here:

- 1 Innovativeness
- 2 Frugality
- 3 Ambition
- 4 Experimentation
- 5 Marginalism
- 6 Simplicity
- 7 Being Consumer Oriented
- 8 Breaking Taboos
- 9 Focus
- 10 Determination
- 11 Evaluating Opportunities
- 12 Flexibility





# GAME



1. The companies and activities involved in the process of producing goods for sale, especially in a factory or special area
2. A person or organization that employs people
3. A short written description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job
4. Someone who is paid to work for someone else
5. A fixed amount of money agreed every year as pay for an employee, usually paid directly into his or her bank account every month
6. An ability to do an activity or job well, especially because you have practised it
7. An official request for something, usually in writing
8. A meeting in which someone asks you questions to see if you are suitable for a job or course
9. A job or profession
10. Any type of work that needs special training or a particular skill, often one that is respected because it involves a high level of education



Co-funded by the  
Erasmus+ Programme  
of the European Union

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.