

RESUME CREATION GUIDE



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**TURKISH
AIRLINES**

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1. INTRODUCTION

The candidates who want to participate in Turkish Airlines recruitment processes are required to create a resume account.

The candidates who want to create a resume account may follow the following directives.

2. RESUME ACCOUNT CREATION

The screenshot displays the Turkish Airlines recruitment portal. At the top left is the Turkish Airlines logo. On the right, there are links for "Login | Türkçe", "Home Page", "Jobs", "New Candidate" (circled in blue with a red '1'), and "My Account". Below the navigation bar is a red "Login" header. The main content area contains a "Login" form with the following elements: "E-mail address" input field, "Password" input field, a checked "Remember me" checkbox, a "Linked in" button, and a "Log in" button (circled in blue with a red '2'). At the bottom of the form are links for "New Candidate" and "Forgot password".

1. The candidates who do not have any resume account in the system are required to click in the "New Candidate" field to create a resume account.

2. The candidates who have resume account in the system may login the system by clicking on the "Login" button after entering their information.

Create Resume 1/2

3 [LinkedIn](#)
create an account using my LinkedIn profile

4

Name *

Surname *

E-Mail Address *

Gender * Male Female

Date of Birth * Day Month Year

T.C. Identity number *

I'm a foreign national

Password *

Password (Repeat) *

This is to confirm that I have read and the following terms and conditions and I accept them.

I am aware that all kinds of information I have provided about my CV that I have submitted to your institution in written form, face to face or through telephone interviews via online media including my name, address, telephone number, work experiences, education information, birth place and date of birth constitutes "personal data". I give my consent and authorization for my personal data to be stored, recorded, modified, adjusted, hidden, updated, to be disclosed to third parties, taken over, classified or obtained in whole or in part by automated or non-automated means, to be transferred to real persons or legal entities, including your main partners, subsidiaries and representatives in Turkey or abroad and to carry out all kinds of transactions on the data.

3. The candidates who have LinkedIn account may create a resume account by using the information in their LinkedIn profiles.

4. The candidates who will create new resume account are required to check "This is to confirm that I have read the following terms and conditions and I accept them" warning after entering their information completely, and click on the "Create My Account" button.

3. ENTERING THE RESUME DETAILS

The screenshot shows the 'Resume' tab in the Turkish Airlines recruitment portal. The page features a red header with the 'Home Page' label. The main content area displays a candidate's profile with a photo, name, title, and contact information. The 'Resume' tab is highlighted with a red circle and the number 5. The profile includes sections for 'Enter', 'Personal Information', and 'Contact'.

Home Page

Resume

Endüstri Mühendisi
Endüstri Mühendisliği - İstanbul Üniversitesi
Bakırköy / İstanbul Searching work active

To specify your career goals and where you see yourself in the short and long term [click here](#).

Keyword has not been entered, [click to enter](#)

Edit Resume

Preview Resume

Print Resume

Resume Attachments

Send Invitation

Letters

Appointments

Interviews

Personal Information Form

Enter [Edit](#)

Occupation / Title Endüstri Mühendisi
Purpose / Objective I'm a new graduate. I'm looking for a job

Personal Information [Edit](#)

Name Surname
Date of Birth
Gender Male
Marital Status Married
Military Service Status Completed

Contact [Edit](#)

E-Mail
Address of Residence Bakırköy / İstanbul

5. The candidates who have created their resume accounts are required to enter their relevant information under the "Resume" tab.

3.1. ENTERING THE RESUME DETAILS “START”

The screenshot shows the 'Edit Resume' interface. At the top left is the Turkish Airlines logo. The top navigation bar includes 'Home Page', 'Resume', 'Applications', 'Jobs', and 'Account Settings'. A red header bar contains 'Edit Resume / Enter' and a 'Proceed to the next step' button. Below this is a row of tabs: 'start' (highlighted with a red circle and the number 6), 'personal information', 'contact information', 'educational information', 'career information', 'qualifications', 'references', 'additional information', and 'preview'. The main form area contains the following fields:

- Resume Title: An empty text input field.
- Profession / Title: A text input field containing 'Endüstri Mühendisi'.
- Status of Job Search *: A dropdown menu with the selected option 'I'm a new graduate, I'm looking for a job'.
- Description: A large empty text area.

At the bottom of the form is a blue 'Save and Go' button. Below the button, a note reads: 'Fields marked with * are mandatory.'

6. It is possible to enter the profession and the status of job search information by clicking on the “Start” tab. Fields marked with * are mandatory.

3.2 ENTERING THE RESUME DETAILS “PERSONAL INFORMATION”

 Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Edit Resume / Personal Information Proceed to the next step

 start

7
 personal information

 contact information

 educational information

 career information

 qualifications

 references

 additional information

 preview

Name *

Surname *

City/Country of Birth  /

Date of Birth * 

Gender * Male Female

Marital Status * Single Married

Military Service Status *  Completed Postponed Exempted

Description

Affiliations 

Interests / Hobbies 

7. Under the “Personal Information” tab, fields marked with * are mandatory.

3.3 ENTERING THE RESUME DETAILS “CONTACT INFORMATION”

TURKISH AIRLINES Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Edit Resume / Contact Proceed to the next step

start personal information **8** contact information educational information career information qualifications references additional information preview

E-mail *

Personal Web Site

Residential Address

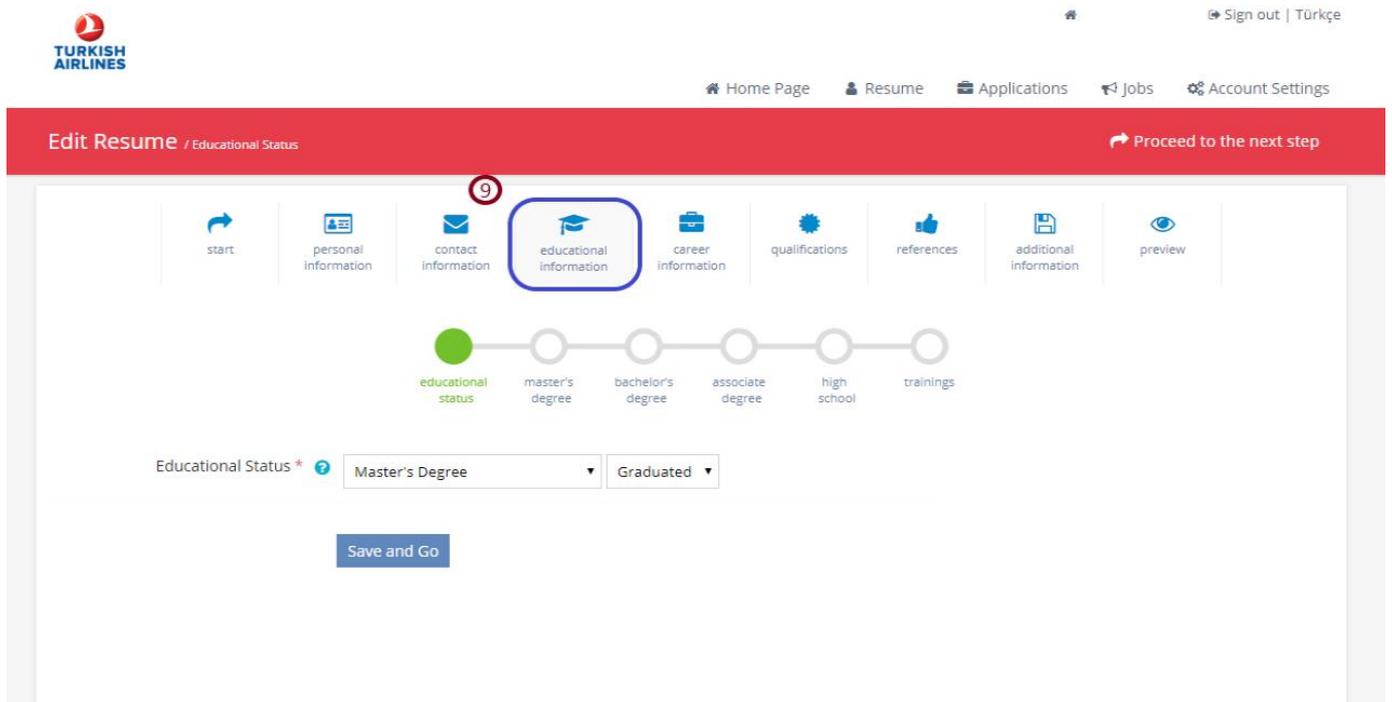
City * Country

Phone Number * Extension

Social Networks

8. Under the “Contact Information” tab, fields marked with * are mandatory.

3.4 ENTERING THE RESUME DETAILS “EDUCATIONAL INFORMATION”



9. Under the “Educational Information” tab, it is necessary to enter the details of the current educational status. The candidates who have master's degree may prefer to upload their diplomas to have them in their resumes. However, the candidates who have master's degree do not have to upload their diplomas to apply for the advertisement.



personal information

contact information

educational information

career information

qualifications

references

additional information

preview


 University *

 Department *

 Enter the Country of Education

 Graduation Status * Graduated Ongoing Drop out

 Start Date *

 End/Exit Date *

 Grade Point Average

 Description

 File

Warning: You may encounter an error message when loading files larger than 1 MB.
The formats of the files you upload must be .pdf, .jpg, .jpeg, .png, .gif, .txt

 File Name

 View file 1.PNG

10. It is mandatory to enter the education information in the “Bachelor's Degree” field.

11. The candidates who have bachelor's degree are required to upload the images of their diplomas. The candidates who will apply when it is 3 months to their graduation are required to upload the document received from their universities and confirming that “they can graduate”.



University *

Department *

Enter the Country of Education

Graduation Status * Graduated Ongoing Drop out

Start Date *

End/Exit Date *

Grade Point Average

12. The candidates who have “associate's degree” are required to enter their education information. They do not have to upload their diplomas. The candidates who will apply for the advertisement as “associate's degree holder” have to upload the images of their diplomas.



personal
information

contact
information

educational
information

career
information

qualifications

references

additional
information

preview



High School *

Department

Enter the Country of Education

Graduation Status * Graduated Ongoing Drop out

Start Date *

End/Exit Date *

Grade Point Average

Description

File

Warning: You may encounter an error message when loading files larger than 1 MB.
The formats of the files you upload must be .pdf, .jpg, .jpeg, .png, .gif, .txt

File Name

13. The relevant education information in the “high school” field must be entered.

14. It is not mandatory to upload the high school diploma.



personal
information

contact
information

educational
information

career
information

qualifications

references

additional
information

preview



16

+ Add new training

[Proceed to the next step](#)

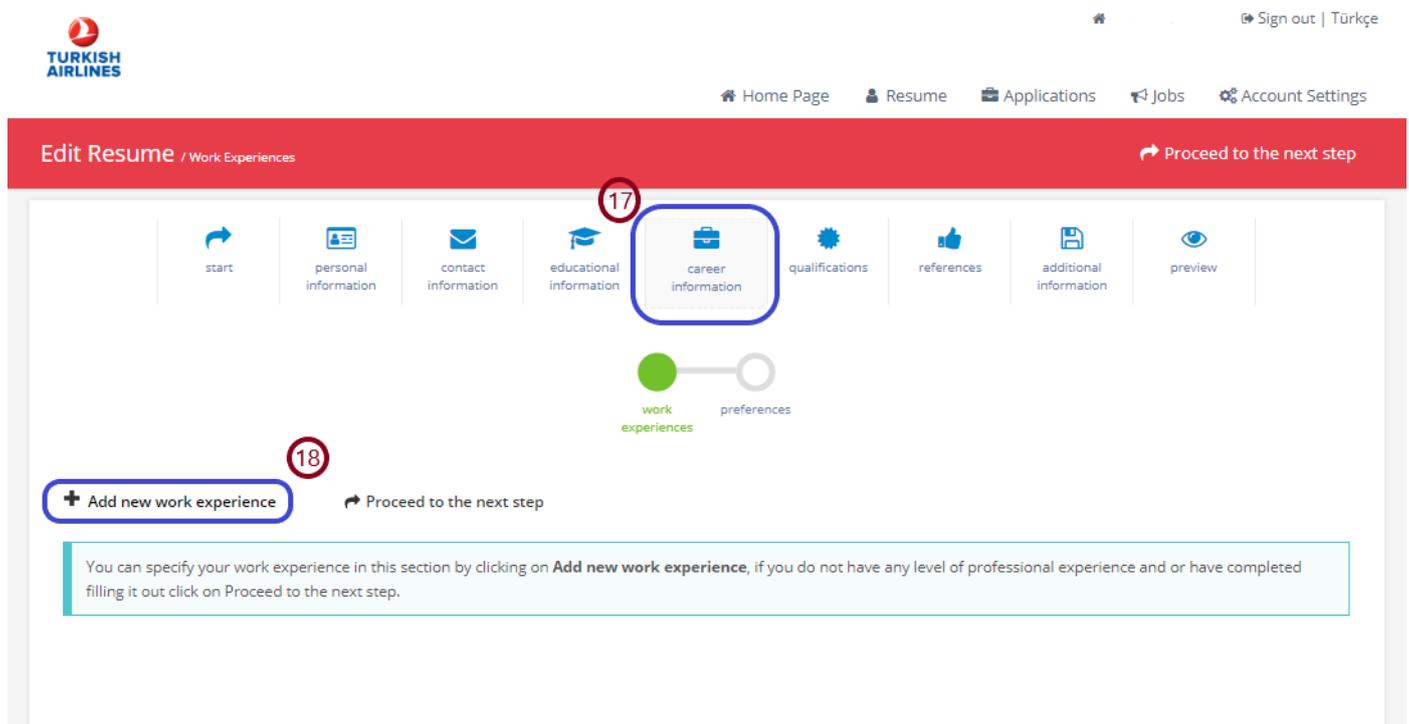
Other than your education you can specify other trainings you have which is relevant to your profession.

Click to **Add new training** to enter training information. If you have completed entering your training information or choose not to enter any details, click **Proceed to the next step** to complete the training you received.

15. In the “Trainings” field, the candidates may specify the trainings they have received in relation to their professions.

16. It is possible to add more than one training information by clicking on the “Add new training” button.

3.5 ENTERING THE RESUME DETAILS “CAREER INFORMATION”



17. It is possible to specify the work experiences under the “Career Information” tab.

18. It is possible to add more than one work experience by clicking on the “Add new work experience” button.



start

personal
informationcontact
informationeducational
informationcareer
information

qualifications

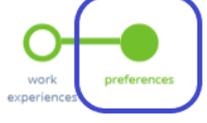


references

additional
information

preview

19



Career Goal ?

Positions you are interested in ?

- Administrative/Technical Unit Employee
- Newly Graduate/Student
- International Employee
- Cabin Crew
- Pilot Candidate
- Cockpit Crew - Turkish
- Cockpit Crew

Preferred City / Country ?

19. In the "Preferences" field, the candidates may enter the specified information.

3.6 ENTERING THE RESUME DETAILS “QUALIFICATIONS”

20. The candidates may update their professional qualifications, certificate information, foreign language levels under the “Qualifications” tab.

21. In the “Professional Qualifications” field, the candidates may enter the information that includes their qualifications, the projects and the other similar works they have done.

[start](#)[personal information](#)[contact information](#)[educational information](#)[career information](#)[qualifications](#)[references](#)[additional information](#)[preview](#)[+ Add new certificate](#)[Proceed to the next step](#)

You can specify certifications you have received in this section.

To enter a certificate, click the **Add new certificate** and or click on **Proceed to the next step**.

22. In “My Certificates” field, the candidates may specify the certificates they hold. It is possible to add multiple certificates in the “Add New Certificate” field.


start


personal information


contact information


educational information

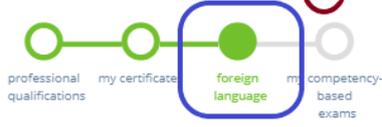

career information


qualifications


references


additional information


preview



Specify the foreign languages that you know below and choose the level of reading, writing and speaking. In the field related to the place where the language was taught, you can write the name of the country of the language taken. You have the option to add and remove languages in the languages box.

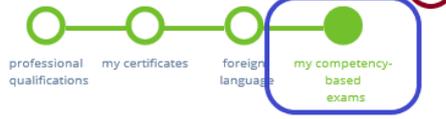
Example: Languages: English Reading/Writing/Speaking Levels: 8/7/4 Specify where language was taught: Boğaziçi University, Preparatory

Languages	Reading	Writing	Speaking	Specify where language was taught	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 

[Add New Language](#)

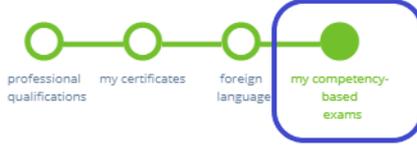
[Save and Go](#)

23. In the “Foreign Language” field, the candidates may enter the foreign languages they speak by specifying their reading, writing, and speaking levels. It is possible to add more than one foreign language.


[+ Add New Exam](#)
[Proceed to the next step](#)

By selecting the competency exams you have entered below, you can specify the examining institution, the date of the exam, the score you have received, and any comments you wish to include. By selecting the 'Select' option in the Competence Exam Name field, you can delete a language you have added. Example: Exam Name: YDS - Foreign Language
Exam Exam Institution: ÖSYM Exam Date: May/2012 Score: 68

24. In the “My Competency-based Exams” field, the candidates must add their language certificates. By clicking on the “Add New Exam” button, they can upload their IELTS (Academic or General) or TOEFL certificates, if any, which meet the scores/validity specified among the advertisement criteria.



Name of Examination *

Institution Name

Exam Month *

Exam Year *

Examination Mark *

Description

File

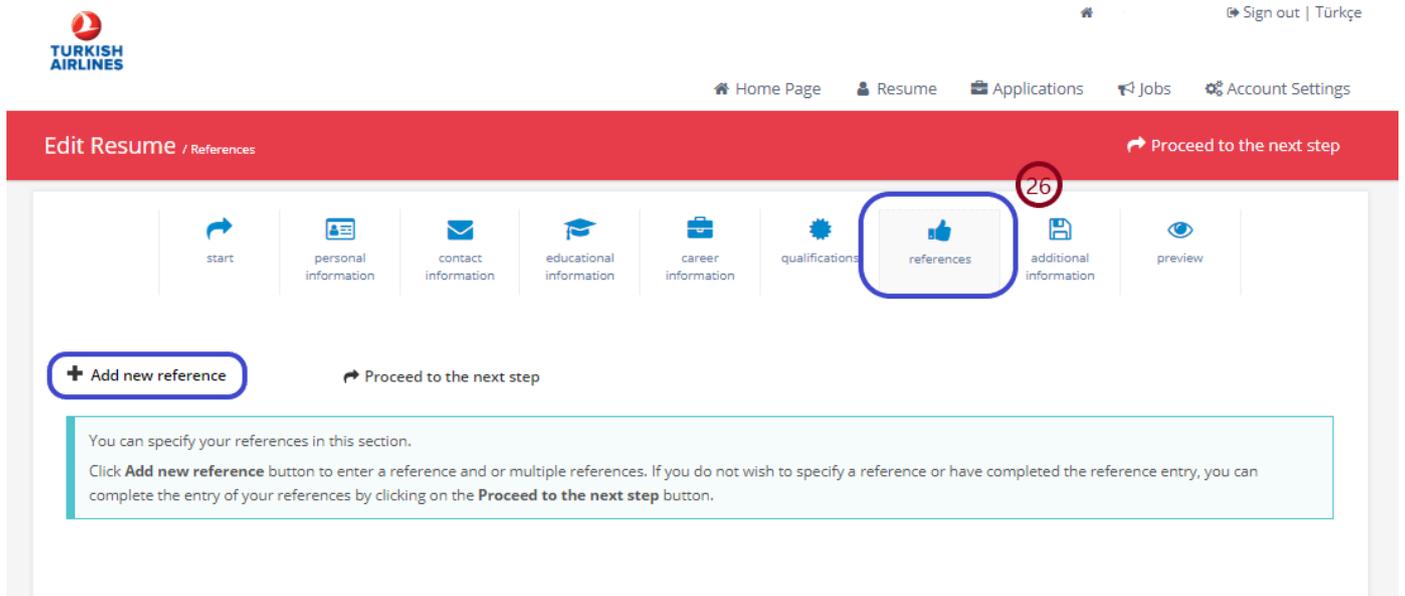
Warning: You may encounter an error message when loading files larger than 1 MB.

File Name

25. The candidates who hold the language certificates that meet the advertisement criteria are required to fill in the mandatory fields marked with *, and upload the images of their language certificates in the “File Upload” field. The candidates who hold valid language certificates have to upload the images of their language certificates in this field. The candidates whose uploaded certificates are invalid or illegible shall be treated as candidates who do not hold language certificate.

NOTE: The “associate's degree holder” candidates who will apply for the advertisement have to apply by submitting a valid language certificate and upload the images of their certificates to the system.

3.7 ENTERING THE RESUME DETAILS “REFERENCES”



26. Under the “References” tab, the candidates may specify their references by clicking on the “Add new reference” button. The candidates who will apply have to add at least 1 reference. The person specified as reference is expected to evaluate the candidate and answer the questions to be asked to him about the candidate.

3.8 ENTERING THE RESUME DETAILS “ADDITIONAL INFORMATION”

Edit Resume / Additional Information Proceed to the next step

start personal information contact information educational information career information qualifications references **additional information** preview

Resume Photo * 
Click to update or delete your photo.
The photo update page will open a new window.

Nationality * Turkish Foreigner Dual Nationality

Identity Number

Passport Number

Do you have a disability?

Do you smoke?

Travel Status

Driving License

28 Have you ever been convicted? * Yes No

Turkish Airlines Have you worked for Turkish Airlines before? *

Turkish Airlines Affiliates Have you worked for any subsidiaries of Turkish Airlines? *

Do you know sign language? Yes No

Alternative Mobile Phone Number *
Degree of Relationship *

Alternative E-Mail

Save and Go

Fields marked with * are mandatory.

27. Under the “Additional Information” tab, fields marked with * are mandatory.

28. The candidates who will apply have to fill in the “Have you ever been convicted?” field.

4. RESUME ATTACHMENTS

The screenshot displays the Turkish Airlines job portal homepage. At the top left is the Turkish Airlines logo. The top right corner shows a user profile icon, the text "Sign out | Türkçe", and a navigation menu with "Home Page" (highlighted with a blue circle), "Resume", "Applications", "Jobs", and "Account Settings". Below the navigation bar is a red header with the text "Home Page". The main content area is divided into two columns. The left column features a profile picture of a man in a suit and a vertical menu with options: "Edit Resume", "Preview Resume", "Print Resume", "Resume Attachments" (circled in red with the number 29), "Send Invitation", "Letters", "Appointments", "Interviews", and "Personal Information Form". The right column shows the candidate's profile information: "Endüstri Mühendisi", "Endüstri Mühendisliği - İstanbul Üniversitesi", "Bakırköy / İstanbul", and "Searching work active". Below this is a section for "Enter" with fields for "Occupation / Title" (Endüstri Mühendisi) and "Purpose / Objective" (I'm a new graduate, I'm looking for a job). The "Personal Information" section includes fields for "Name Surname", "Date of Birth", "Gender" (Male), "Marital Status" (Married), and "Military Service Status" (Completed). The "Contact" section includes "E-Mail" and "Address of Residence" (Bakırköy / İstanbul).

29. The candidates who will apply for the advertisement have to click on the "Resume Attachment" tab on the "Homepage" and upload their national ID cards, criminal archive records, and military service documents (for male candidates).

Resume Attachments

[+ Add new file](#)

You can upload your resume, certificates or presentations from this section.
While your resume is being viewed, these files you add are also displayed by employers.
You can upload more than one file. The total size of the files you added should be at most **15 MB**.
Click the **Add new file** button to add a new file to your resume. You can add multiple files in this way.

30. The candidates may upload the documents by clicking on the “Add new file” button.

Resume Attachments

✓ Resume attachment saved successfully.

Total size of uploaded files **23.37 KB**

Attachments	Up	Delete
 Nüfus Cüzdanı (7.79 KB)	↑	🗑️
 Adli Sicil (7.79 KB)	↑	🗑️
 Askerlik Durumu (7.79 KB)	↑	🗑️

[+ Add new file](#)

You can upload your resume, certificates or presentations from this section.
While your resume is being viewed, these files you add are also displayed by employers.
You can upload more than one file. The total size of the files you added should be at most **15 MB**.
Click the **Add new file** button to add a new file to your resume. You can add multiple files in this way.

31. The candidates who will apply are required to upload their national ID cards, criminal archive records, and military service documents (for male candidates), in the given order, so as not to exceed the specified total size (15 MB).

NOTE: While receiving criminal archive record from the e-state, the document type must be selected as “governmental agency”.

For the male candidates, military service postponement date must be no less than 2 years starting from the training start date. The candidates who will perform paid military service are required to upload conscription documents they will receive from the e-state.

5. RESUME PREVIEW

32

33

Thank you for creating your resume.

It is essential to apply to a job posting in order to be included in the evaluation process.

By clicking on the link below you can find the current job listings and apply to the one that suits your experience.

[Click here to go to open positions.](#)

Bakırköy / İstanbul

Endüst
Bakırkk
Office f

> Enter

The Purpose of Creating Resume I'm a new graduate, I'm looking for a job

32. The candidates may preview their resumes under the “Preview” tab.

33. They can go to the advertisement application page by clicking on the “Click here to go to open positions.” link on the appearing page. Creating a resume on the system is not sufficient to apply for the advertisement.

6. ADVERTISEMENT APPLICATION PAGE

[Sign out | Türkçe](#)

[Home Page](#) [Resume](#) [Applications](#) [Jobs](#) [Account Settings](#)

New Application / Yetiştirilmek Üzere II. Pilot Aday Adayı (2019 CRM RETEST)

[My Applications](#)

The application is being processed for the [Yetiştirilmek Üzere II. Pilot Aday Adayı](#) position.

Cover Letter

Cover Letter (Covering Letter)

Pre-Interview Form

The following pre-interview form has been added to this announcement by the recruiter company. In order to apply for the job posting, you need to first fill out the pre-interview form. The answers you provide here will help you get an interview and assist with the hiring process.

Once you have filled out the form, you may view your answers by accessing the form from the [My References](#) page, and make changes to your answers on the basis that the job posting is still active.

Dil Belgesi *

Dil Belgem Yok
 IELTS (Akademik)
 IELTS (Genel)
 TOEFL IBT

İlanımızdan nasıl haberdar oldunuz? *

Türk Hava Yolları Web Sayfası
 LinkedIn
 Kariyer.net
 Twitter
 Facebook
 Arkadaş
 Instagram
 Kariyer Günleri
 Diğer

Note:

Declaration and Commitment

I declare that all the information I have provided in this form is true and accurate, and I accept all the responsibility, including the consideration of my application being invalid and the termination of my employment contract should there be any inaccurate and incomplete information in the form.

[Apply to This Job Posting Now](#)

Fields marked with * are mandatory.

1. It is not mandatory to fill out the cover letter. This field is for the candidates who want to add a cover letter. The process-related information and explanations shared in this field shall not be evaluated.

2. The candidates are required to enter the information on their language certificates. (The candidates who will apply without language certificate may select the "I do not hold Language Certificate" option.)

3. The candidates have to fill in the “How did you hear about our advertisement?” field.

4. In order that their applications can be finalized, the candidates are required to check the “Declaration and Commitment” box.