

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 top right, there are links for "Login | Türkçe", "Home Page", "Jobs", "New Candidate" (circled in blue with a red '1'), and "My Account". Below these links is a red "Login" button. The main content area features a "Login" form with fields for "E-mail address" and "Password", a "Remember me" checkbox, and "Linked in" and "Log in" buttons (the "Log in" button is 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

[Linked in](#)

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.

[Create My Account](#)

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



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Home Page

Resume


Applications

Jobs

Account Settings

Sign out | Türkçe

Home Page



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

Occupation / Title

Purpose / Objective

Endüstri Mühendisi

I'm a new graduate, I'm looking for a job

Personal Information

Name Surname

Date of Birth

Gender

Marital Status

Military Service Status

Male

Married

Completed

Contact

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”

TURKISH AIRLINES

Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Edit Resume / Enter Proceed to the next step

6

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

Resume Title ?

Profession / Title ? Endüstri Mühendisi

Status of Job Search * ? I'm a new graduate, I'm looking for a job


Description

Save and Go

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](#)

7

start

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”

Sign out | Türkçe

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

Edit Resume / Contact [Proceed to the next step](#)

start

personal information

contact information

educational information

career information

qualifications

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additional information

preview

E-mail *

Personel Web Site

Residential Address

City *

Country

Phone Number

Mobile

Home

Office

Extension

Social Networks

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

7

3.4 ENTERING THE RESUME DETAILS “EDUCATIONAL INFORMATION”

TURKISH AIRLINES

Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Edit Resume / Educational Status Proceed to the next step

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

educational status master's degree bachelor's degree associate degree high school trainings

Educational Status * Master's Degree Graduated

Save and Go

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.

Edit Resume / Undergraduate

[Proceed to the next step](#)


start



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

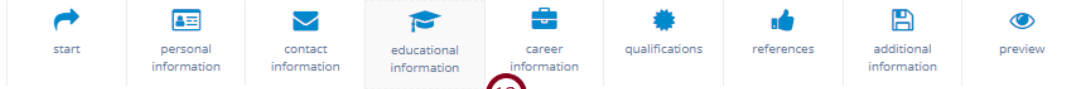
File Name [?](#)

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”.

Edit Resume / Associate's Degree

[Proceed to the next step](#)


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.

Edit Resume / High School

[Proceed to the next step](#)


start



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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 [File Upload](#)

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.



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information

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additional
information

preview

educational
status master's
degree bachelor's
degree associate
degree high
school

trainings

+ 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”

The screenshot shows the 'Edit Resume' interface for Turkish Airlines. The top navigation bar includes links for Home Page, Resume, Applications, Jobs, and Account Settings. The main section is titled 'Edit Resume / Work Experiences' and features a horizontal menu with various resume categories. The 'career information' tab is selected and highlighted. Below the menu, a progress indicator shows 'work experiences' as the current step. A button to 'Add new work experience' is prominently displayed, along with a 'Proceed to the next step' button. A helpful message box explains that users can add new work experience if they lack professional experience or have completed their current entry.

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.

Edit Resume / Career Preferences[Proceed to the next step](#)

start

personal
informationcontact
informationeducational
informationcareer
information

qualifications



references

additional
information

preview



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

21

Professional Qualifications

Qualifications / Skills Name	Level	Experience (Year)	Description
	[Select]	[Select]	
	[Select]	[Select]	
	[Select]	[Select]	
	[Select]	[Select]	

Add new qualifications

Work Completed / Projects

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


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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.



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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.

Edit Resume / Competency Exams Info

[Proceed to the next step](#)

[start](#)
[personal information](#)
[contact information](#)
[educational information](#)
[career information](#)
[qualifications](#)
[references](#)
[additional information](#)
[preview](#)


[+ 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.



start


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preview


Name of Examination *

Institution Name

Exam Month *

Exam Year *

Examination Mark *

Description

File

File Upload

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

File Name ?

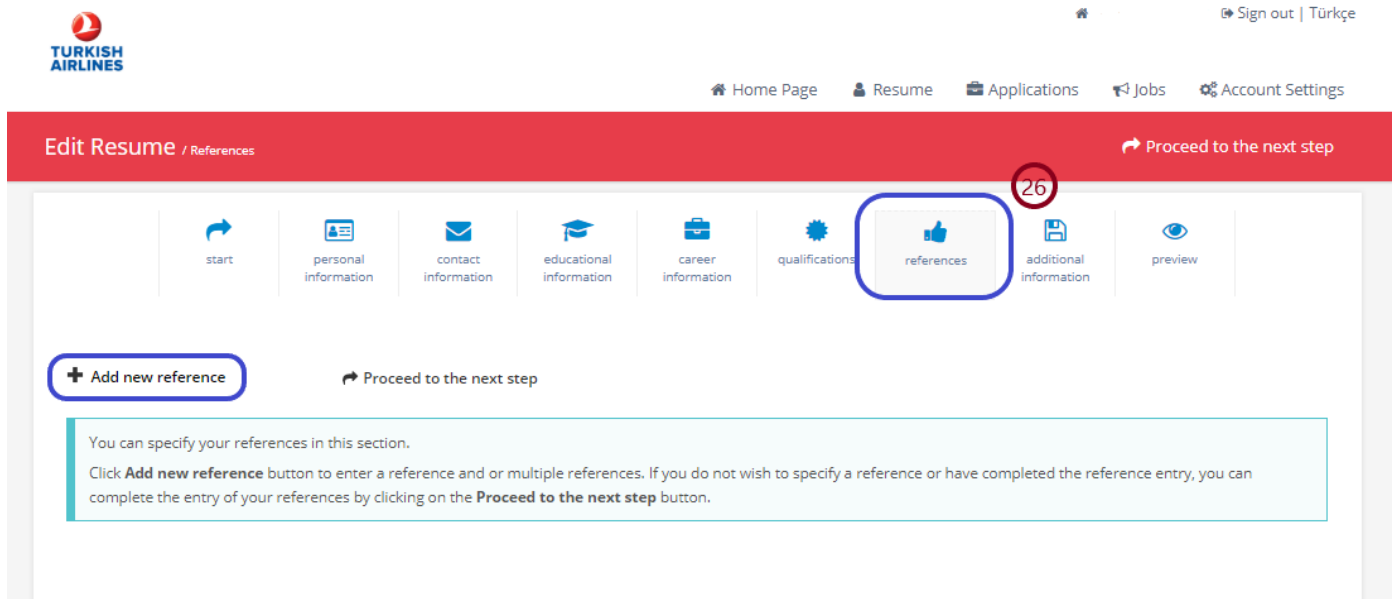
Save

Cancel

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”



TURKISH AIRLINES

Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Edit Resume / References Proceed to the next step

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

+ Add new reference Proceed to the next step

You can specify your references in this section.

Click **Add new reference** button to enter a reference and or multiple references. If you do not wish to specify a reference or have completed the reference entry, you can complete the entry of your references by clicking on the **Proceed to the next step** button.

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

I choose not to specify it in my resume

Travel Status

I choose not to specify it in my resume

Driving License

I choose not to specify it in my resume

Have you ever been convicted? *

Yes

No

Turkish Airlines

Have you worked for Turkish Airlines before? *

No

Turkish Airlines Affiliates

Have you worked for any subsidiaries of Turkish Airlines? *

No

Do you know sign language?

Yes

No

Alternative Mobile Phone Number *

Degree of Relationship *

Sibling

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.

21


4. RESUME ATTACHMENTS

TURKISH AIRLINES

Sign out | Türkçe

Home Page Resume Applications Jobs Account Settings

Home Page



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 (29)
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

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

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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

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

1

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.

2

Dil Belgesi *

3

İlanımızdan nasıl haberdar oldunuz? *

4

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.