

NOT: Aşağıdaki 'Dear Employer' yazıları birer örnektir. Bu örneklerin aynısını yazmanız durumunda size yeniden göndererek düzeltmenizi isteyeceğiz. Bu yüzden kendi cümlelerinizle kendinize uygun olan bilgileri vermenizi önemle rica ederiz.

CV & Dear Employer Mektubu – 1

Taranmış resim	Name and Last Name	Birth Date: Birth Place: Address: Email: Tel:
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Education

2003 -To present	Hacettepe University, Department of Computer Engineering, Ankara.
2002-2003	Preparatory School, Istanbul
1998-2002	High School, Ankara
1988-1998	Elementary School, Aydın

Work Experience

- Waiter in Antalya, 2003: Classis Restaurant for 3 months
- Lifeguard in Marmaris, 2002: 5 Star Park Hotel Pool

Skills/Interest

- Very good at computer (software & hardware).
- Tennis and swimming
- Full driver's license

Dear Employer,

I am looking forward to the possibility of working in the U.S.A. I will be participating in the "Work & Travel U.S.A. Program sponsored by POSEIDON Work and Study Abroad, in Turkey. I will possess all the documents required to work in the United States on egal basis.

I have substantial work experience and am aware of the requirements and responsibilities for an efficient work environment. I am smiling, quite sociable and disciplined and have good relations with costumers and also colleagues at my work places which I have worked before. I like talking and helping people, also new places always have excited me. I will be avaiable from 10/06/2006 till 10/09/2006.

Thank you for your time and consideration.

Sincerely,

Bestekar Sokak 74/8 06680 Kavaklıdere
Ankara Turkey
T. 0090 312 427 00 24
F. 0090 312 427 00 44

www.poseidon-tr.com
info@poseidon-tr.com

CV & Dear Employer Mektubu – 2

Taranmış resim	Name and Last Name	Birth Date: Birth Place: Address: Email: Tel:
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Education

2004 – To Present	Middle East Technical University, Department of Electronics, Ankara
1994 - 2000	Anatolian High School, Ankara
1989 - 1994	Primary School, Izmir

Work Experience

Summer Course Program Coordinator at Atılım University Preparation School (2002)

Languages

English – Upper Intermediate Level

Skills/Interest

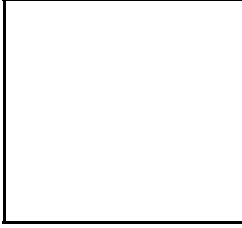
- Good at sports Football, Basketball, Swimming and Badminton
- Good at teamwork
- Eager to learn
- Windows XP, Microsoft Office Tools, internet
- An efficient negotiator (course taken= Essentials of Negotiation, 2005)

Dear Employer

I am an applicant to the “Work and Travel” program from Turkey and I am interested in the working opportunity in Alaska, USA. I have never been to Alaska before. My inevitable desire to explore new places gets me to join this very new experience. I would like to explore American culture as well as other cultures. While I want to do these, I am willing to cover my expenses via working. I can work day shift or night shift. I am used to cold weather, wet conditions and longer working hours. I can also cope with working for extended periods of time.

Kindest Regards,

CV & Dear Employer Mektubu – 3



Name & Last Name

Burçak Gürkan

Birth Date: 5/5/1983

Birth Place:

Address:

Email:

Tel:

Education

2004 – To Present

1998 – 2004

1996 – 1998

Hacettepe University, Department of English Language Teaching

TED Ankara College

Ayşe Abla College

Skills/Interests

- Great interpersonal skills
- Patient
- Jogging

Languages

- English, advanced
- Spanish, fair

Dear Employer

It looks very exciting to be visiting and working in a foreign country at the same time. I believe that it will be a great experience for me. I have always been admired by my friends, teachers, parents and the colleagues with whom I worked with before.

I would love to have the opportunity to be working for your company in the summer of 2007. I am hard-working and very responsible for whatever I carry out.

Sincerely,

Burçak Gürkan