



# STUDENT GUIDE

## **CRAFT YOUR STORY**

Enhance your job application preparedness with expert guidance

## **NAVIGATE OPPORTUNITIES**

Explore personal development, networking and job opportunities



EMBARK ON A JOURNEY OF CAREER DISCOVERY AND EMPOWERMENT WITH  
THE ADA UNIVERSITY CAREER SERVICES

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# OUR MISSION

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Career Services has been established at ADA University since 2009 with the start of the first Graduate program in Diplomacy and International Affairs. Since then it grew into the full-fledged Career Services Unit serving more than 2000 graduate and undergraduate students. Currently the CS offers its services to 5 major Schools of the University through specifically-trained team of Career Advisors for students of International and Public Affairs, Law, Business Administration, Educational Management and IT & Engineering majors. We strive to develop young talents, future leaders through ensuring their employability rather than graduate employment.

# IDENTIFYING CAREER PATH

## Self-Evaluation

Essential Career Skills	Rank out of 10
Communication	
Leadership	
Critical Thinking	
Professionalism	
Teamwork	
Technology	
Equity & Inclusion	
Career & Self Development	

# CAREER PLANNING

## First year

- Orientation to campus life and resources
- Learning about the office of Career Services through MyADA course
- Developing study skills, time management skills, and establishing connections with career advisors and professors for future guidance

## Sophomore

- Explore career options related to the major
- Seek internships or volunteer opportunities to gain hands-on experience, to develop soft skills
- Attend employer presentations, career fairs, workshops, and trainings

## Junior

- Take the CDSS course and prepare a professional resume
- Engage in academic and non-academic internship programs to gain professional experience
- Attend Employability Week, the Career Fair, and career development workshops and prepare for job hunting or further education

## Senior

- Participate in career fairs, interviews, and actively apply for jobs or graduate programs
- Make the final decisions for post-graduation plans
- Build your network and update application materials



# BUILD YOUR RESUME

A resume serves as a concise and impactful snapshot of your professional identity.

# RESUME CHECKLIST

Layout/design	<p>Check the margins to be large enough, choose a clean and professional layout with consistent fonts. (Use ADA template)</p> <p>Use bold or italics for headings and subheadings.</p> <p>Ensure a good balance of white space for readability.</p>
Summary	<p>Include a brief and impactful summary of your skills, experiences, and career goals.</p>
Contact Information	<p>Full Name</p> <p>Phone Number</p> <p>Email Address (professional)</p> <p>Residential Address</p> <p>LinkedIn Profile (optional)</p>
Education	<p>List your educational background in reverse chronological order.</p> <p>Include the name of the institution, degree earned and graduation date.</p>
Job experience	<p>List jobs in reverse chronological order (most recent first).</p> <p>Include the company name, location, your job title, and dates of employment.</p> <p>Use bullet points to highlight key responsibilities and achievements.</p>
Activities/Awards	<p>Highlight any notable accomplishments or recognition you've received. If applicable, include relevant certifications and their dates.</p>
Additional Information	<p>Include a section highlighting key skills relevant to the position you're applying for.</p> <p>Categorize skills into technical, soft, and list any additional languages you speak and your proficiency level.</p>
Saving/Sending resume	<p>Save your resume with a professional and easily identifiable file name. Save your resume in a widely compatible format (PDF is often recommended).</p> <p>Follow the employer's instructions regarding the submission format.</p>
Final review	<p>Verify that all information is accurate and up-to-date.</p> <p>Ensure consistency in formatting and style throughout the resume.</p> <p>Check spelling and grammar.</p>

## NAME SURNAME

Home address | Baku, Azerbaijan AZ 1008  
Mobile number | [trasulov@ada.edu.az](mailto:trasulov@ada.edu.az) | [www.linkedin.com/in/.....](http://www.linkedin.com/in/.....)

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### EDUCATION

**ADA University** **Baku, Azerbaijan**  
**Bachelor in Business Administration (GPA 3.5)** **Expected May 2017**

- Selected coursework: Business Communications, Business Statistics, Operations Management, Principles of Finance, Marketing, Financial Accounting

**High School N** **Baku, Azerbaijan**  
**SSAC (TQDK) score** **June, 2012**

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### RELEVANT EXPERIENCE

**Deloitte Consulting** **Baku, Azerbaijan**  
**Marketing Intern** **June 2015 – August 2015**

- Worked with team of 5 to implement marketing plan for new business service in technology and infrastructure risk; met deadline one week ahead of schedule
- Assisted in management of firm-wide event targeting infrastructure and technology clients; coordinated client check-in and answered questions on new business services
- Researched competition and helped VP of Marketing development a proposal on infrastructure protection advising for the Caspian region

**ADA Marketing Club** **Baku, Azerbaijan**  
**President** **May 2014 - May 2015**

- Coordinated and ran bi-monthly meetings of over 40 bachelor and master-level students; monitored and evaluated five teams projects which resulted in 500 hours of pro bono work for local NGOs
- Created a five-hour, club strategy retreat; divided members into project teams and developed strategic pro-bono projects that aligned with client needs and student learning objectives

**May 2013 - May 2014**

#### Treasurer

- Developed and presented project proposal to the Student Government Association (SGA) and coordinated sponsors for pro-bono consulting initiative resulting in 5000 AZN new funding
- Managed 6000 AZN budget; worked with project teams on proposal development and worked with executive team to determine project approval and funding amounts
- Prepared and presented annual financial report to SGA and university administration

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### ACTIVITIES & AWARDS

- **Business Case Competition**, Participant: sponsored American-Educated Alumni Association: won 3<sup>rd</sup> place with the only team composed of bachelor-level students (Baku, Azerbaijan, October 2016)
- **Toast Masters International**, Member: achieved Advance Communicator Bronze; completed 10 core speech projects and advanced manuals on presentation structure and gestures (April 2015)
- **English Conversation Clubs**, Founder: worked with the U.S. Embassy to set up new conversation club local American Corners Center (October, 2010- April, 2011)
- **Republic Debate Championship**, Participant: high school team placed 1<sup>st</sup> in regional and statewide competition (2009, 2010 and 2011)

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### ADDITIONAL INFORMATION

**Languages:** Azerbaijani (native); English (fluent); German (upper-intermediate)

**Technical Skills:** Proficiency in Microsoft Office Suite, Excel (high proficiency); STATA, and Prezi

**Interests:** Football, reading





# INTERVIEW PREPARATION

1. Prepare yourself for different types of interview questions. These usually include:
  - General questions (e.g., How will you add value to our organization?)
  - Behavioral questions (e.g., Tell me about a time when you...)
  - Challenging questions (e.g., What is your greatest weakness?)
2. Familiarize yourself with useful tools and the STAR technique.
3. Gather the necessary information about the company.
4. Practice your skills at Career Services **Mock Interview Sessions!**



# JOB SEARCH

Transition from academic life to professional careers, gain real-world experience and secure employment opportunities

# EMPLOYABILITY WEEK

Employability Week is designed to deliver Trainings and Workshops supported by different industry partners. This initiative creates career awareness amongst our sophomore, junior and senior year (2nd, 3rd and 4th year) and master's degree students about current career trends and create linkages with potential employers.

17 top  
companies

total 380  
students

83 winner  
students

more than  
200  
professionals

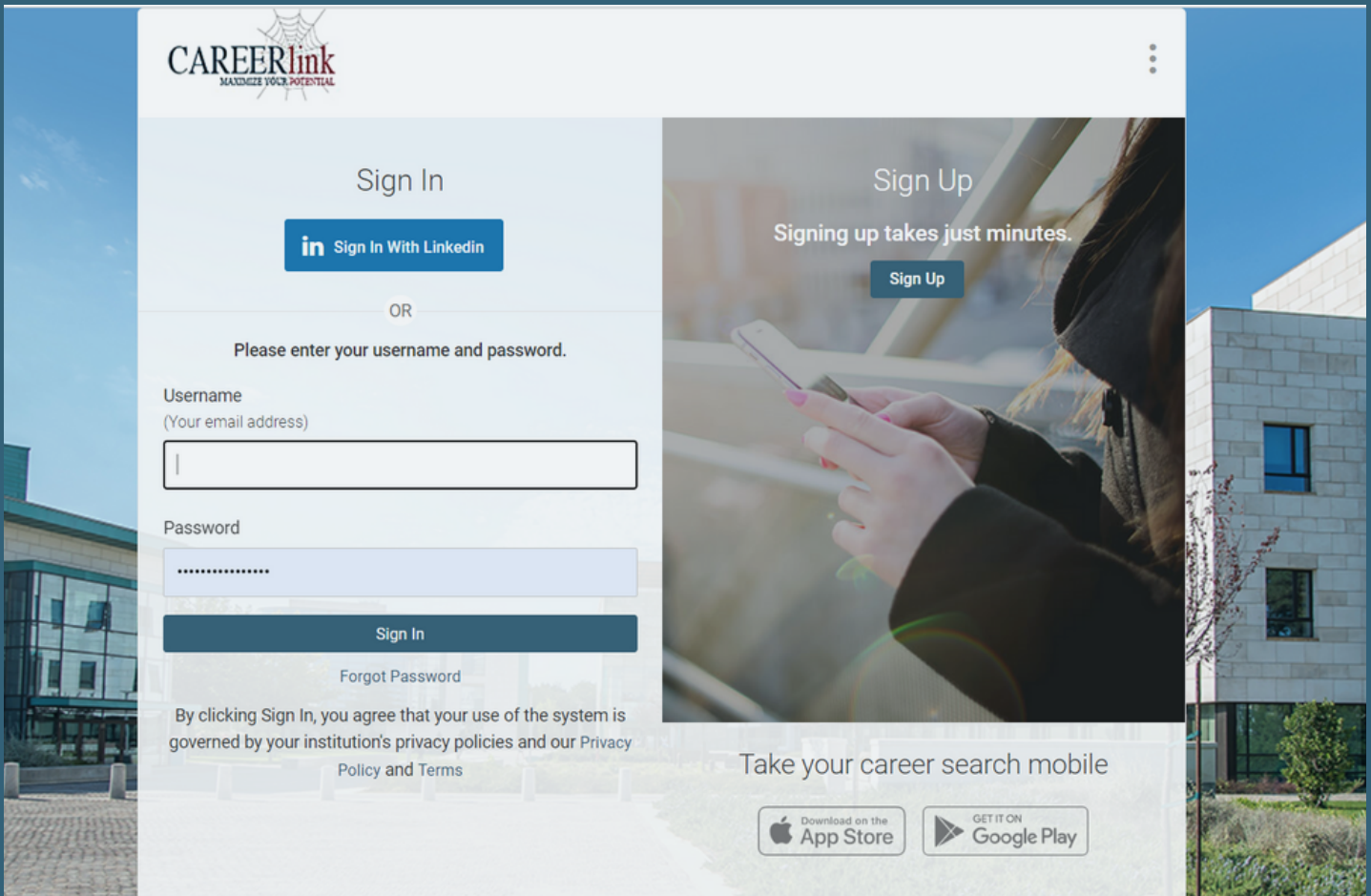




# CAREER FAIR

Our annual event, celebrates student success and showcases their intellectual capacity and career readiness. By participating, you'll be part of a long-standing tradition of collaboration between ADA University and top companies.





# ONLINE PLATFORMS

Students can leverage online platforms like CareerLink and LinkedIn to explore a myriad of job opportunities, establish a robust professional presence, connect with industry professionals, and enhance their networking capabilities, ultimately paving the way for career growth and success.

# EMPLOYER PRESENTATIONS



ADA Career Services at ADA University plays a pivotal role in seamlessly connecting academic knowledge to the professional world through its impactful Employer Presentations. These events provide students with invaluable exposure to industry trends, networking opportunities, and practical insights, fostering a holistic development that prepares them for successful careers.

# SENIOR TALKS



Senior Talks provide students with invaluable insights, inspiration, and networking opportunities by hosting accomplished professionals. These talks play a multifaceted role in the educational landscape by providing students with unique opportunities to engage with thought leaders from various sectors.

# CEO BREAKFASTS



Breakfast with Burak Deniz

One of the most appealing aspects for students participating in Senior Talks is the opportunity to have breakfasts with CEOs. This experience can be transformative and highly beneficial for career growth and networking.



Breakfast with Jalal Gasimov and Matt Balcik





# TRAININGS AND SEMINARS

Career Services further enhances its support by organizing diverse professional development initiatives, including a comprehensive 3-day exploration program, informative academic program presentations, and skill-focused workshops. These offerings aim to equip students with a well-rounded skill set, preparing them for a successful transition into the professional realm.

# EXPLORING SERIES



ADA Career Services organizes specialized events within the Exploring program, bringing in industry experts to share their insights and experiences in specific fields. These events offer students a firsthand look into these professions, fostering meaningful connections and providing expert perspectives to guide their career exploration.

# CAREER AMBASSADORS PROGRAM



The program empowers students to take their first successful career step by appointing students as career ambassadors. These ambassadors enhance brand visibility, raise market awareness, and foster strong connections between the brand and the campus community. They embody the brand's identity through their words and actions at ADA University.

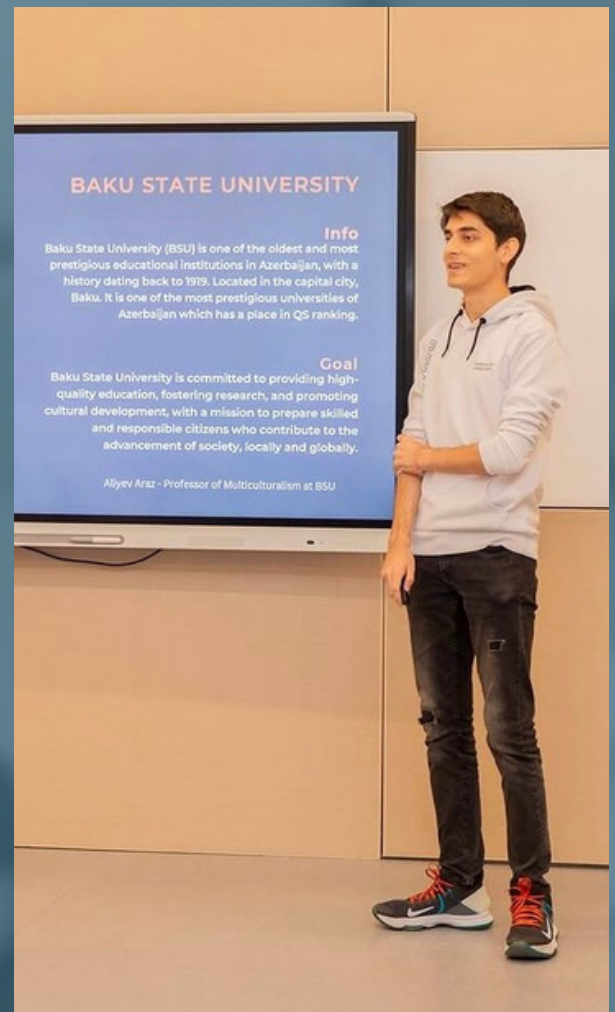
# DAY TRIPS

Career Services at ADA facilitates enriching day trips to various companies, offering students firsthand exposure to workplace environments and valuable insights into different industries.



# CDSS COURSE

Career Development Skills and Strategies course offers students career development and management modules to help in charting a course for students' careers. It is directed to assist and boost knowledge in career choice and planning through self-discovery, market analysis, and practical experience gained in a credit-bearing internship.





# SUCCESS STORIES

Learn about our students' journeys of determination, ambition, and how career guidance at ADA University has transformed their paths.

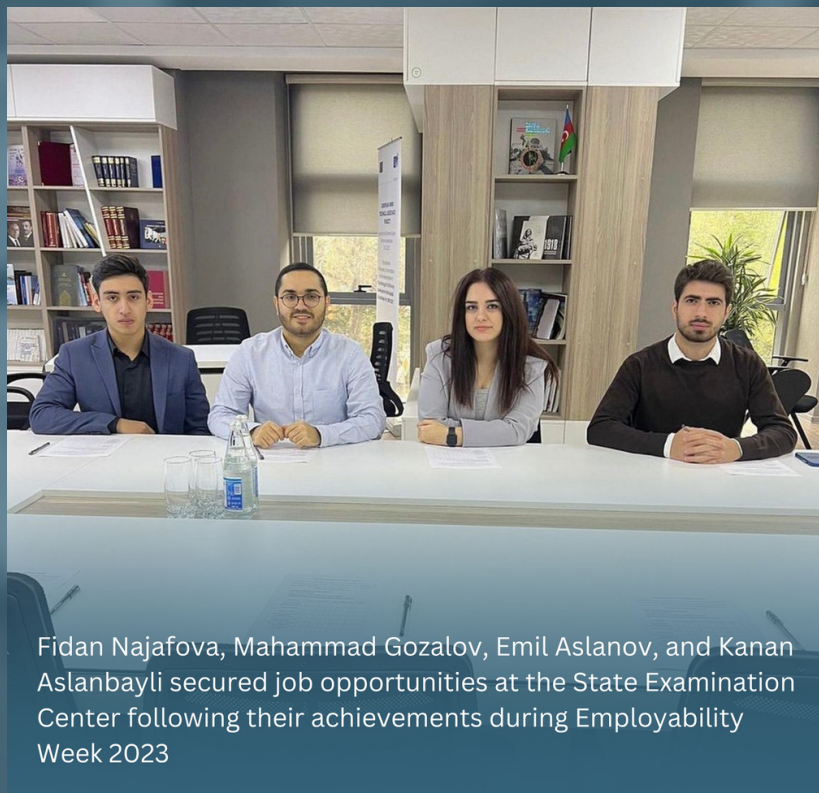
Discover the pivotal role **Career Fair** and **Employability Week** play in unlocking employment opportunities for ADA University students. Dive into the success stories of our students and witness firsthand how this platform has become their pathway to a thriving career.



Sabrina Maria-Sakka and Nishana Huseynli have secured positions at AzInTelecom following their successful performances at the Career Fair



Elnur Ganizada has joined Dentons, the only global law firm in Baku, and benefited from the internship opportunities and Career Ambassador Program organized by ADA Career Services.



Fidan Najafova, Mahammad Gozalov, Emil Aslanov, and Kanan Aslanbayli secured job opportunities at the State Examination Center following their achievements during Employability Week 2023

An academic internship, specifically designed for third-year students, is a credit-bearing opportunity that combines classroom learning with hands-on experience, allowing students to apply their theoretical knowledge in real-world settings while earning academic credits.

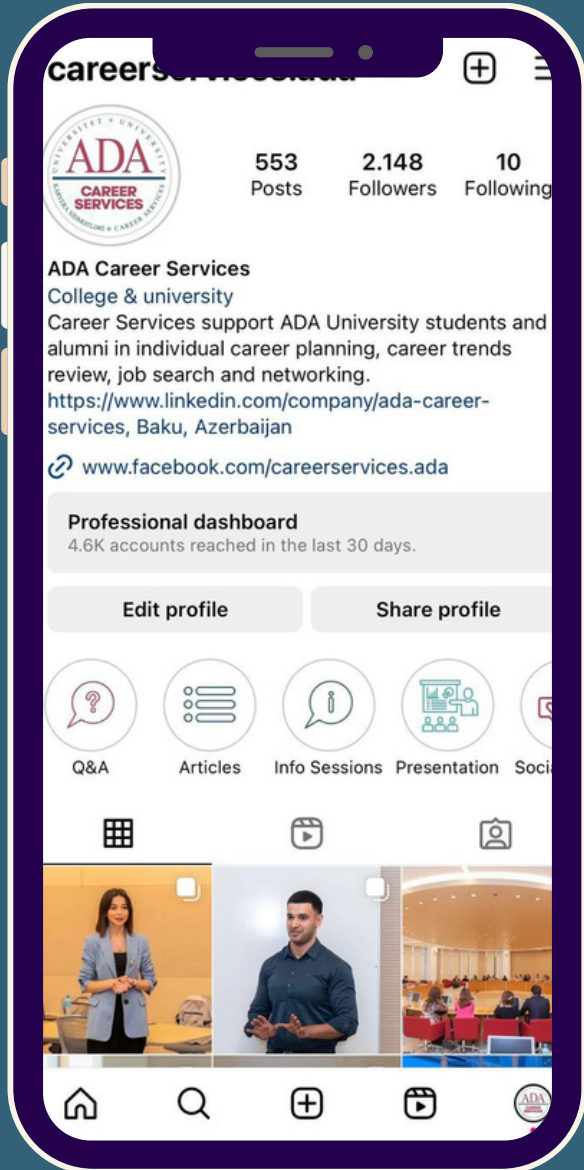


ADA Career Services' internships at Diplomatic Missions of the Republic of Azerbaijan provide ADA students with vital real-world experience in international affairs and diplomacy, enhancing academic knowledge and cultivating essential practical skills for successful diplomatic careers.

Our academic internships not only provide valuable hands-on experience but also open doors to employment opportunities and acceptance to the prestigious universities, extending the impact of our students' academic journeys.







## Visit us online

Catch the new announcements and opportunities



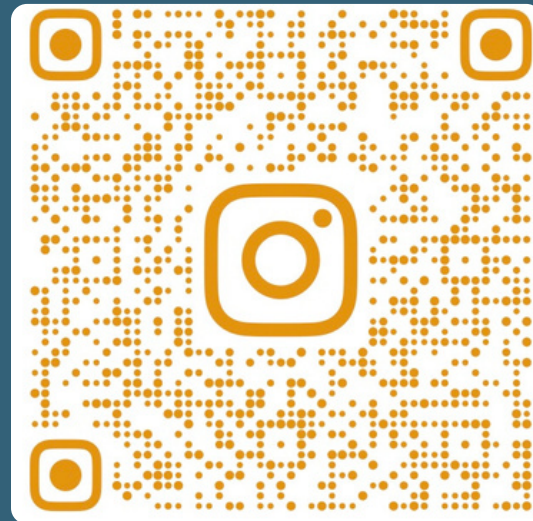
careerservices.ada



ADA Career Services



ADA University Career Services



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