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| **Eastern Mediterranean University**  **Engineering management (IENG 450)**  **Guidelines for assignment #2**   1. Identification (Name, address, email address and telephone number(s). 2. Current job position and/or status. 3. Summary of education (formal degrees and continuing education, with dates, in reverse order). 4. Employment experience, with the most recent employment first (with dates). 5. Significant honors and awards or certificate (with dates). 6. Languages (that you are fluent in) 7. Skills and abilities (it should be matched with the job you are applying for) 8. A list of 3 references (who agreed to serve).   ***\*\*\*\* Above mentioned parts are necessary. However, if there is any other thing you wish to add you can\*\*\*\****   * **A cover page with your name, surname and student number is necessary.** * **The text should be written in Times New Roman with 12 font size and 1.5 lines spaced.** * **It is strongly important that all contents and sentences totally belong to you. If any copy/paste is detected in any part of the project, it will be cancelled and you will receive zero point.** * **The project is to be completed and submitted before 21st of May 2018. For every day of late submission 10 points will be cut from the project.**   ***Instructor:***  *Dr. Taraneh FOROUTAN*  *taraneh.foroutan@emu.edu.tr* |