



جامعة الإمارات العربية المتحدة
United Arab Emirates University

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Center for Career Planning & Placement (CCPP) *Career Planning Services*

Career Readiness Program

**Steps to Success:
Writing an Effective Resume**



November 2012

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Agenda

- What is a Resume?
- What will a Resume do for you?
- Resume Sections – Details & Examples
- Resume Do's
- Resume Don'ts
- Action Verbs
- Resources



What is a Resume?

A resume is a personal summary of your professional history and educational qualification details. It includes information about your career goals, education, work experience, activities, honors, and any special skills you might have.

A marketing tool

- Your first tool for building a career
- The **first impression** a prospective employer has of you
- A **marketing tool** that allows you to highlight to an employer how you can contribute to the company

Request for an interview

- Purpose of the resume is to **get you an interview**
- Must capture the reader's interest and attention
- Must convince the employer that you have the ability to fill their position

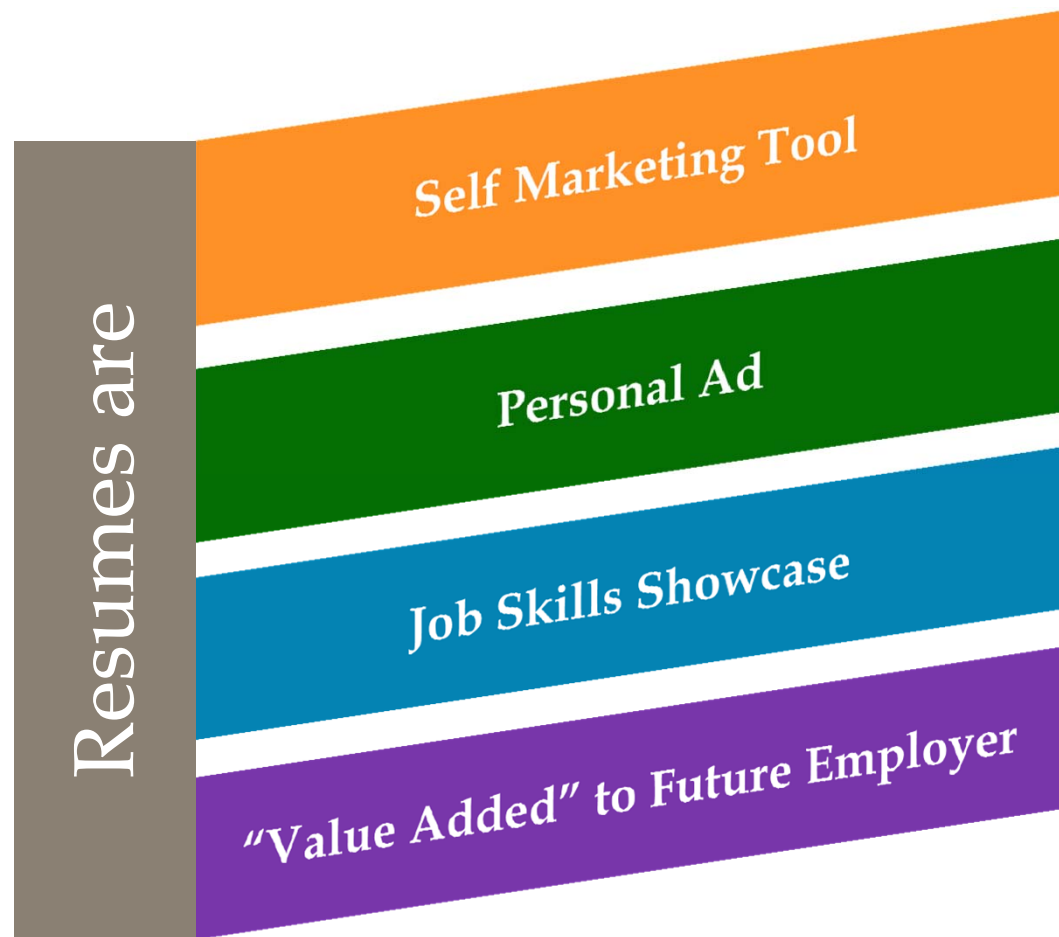
Your “big picture”

- **A snapshot of what you believe** are your most important experiences and qualifications



What is a Resume?

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What Will a Resume Do For You?

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- Enable you to assess your strengths, skills, abilities and experience - thereby preparing you for the interview process.
- Act as a reminder of you to the employer/interviewer after you're done interviewing.
- Be a basis for the interviewer to justify your hiring.



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Resume Sections

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- Heading
- Career Objectives
- Education
- Courses
- Skills
- Experience
- Honours and Awards
- References

Place a recent photo here

1 Abu Dhabi- XXXXX street
Tel: 02-xxxxxxx
Mobile: 050-xxxxxxx
Fax: 02-xxxxxxx
E-mail: xxxxxx@uaeu.ac.ae

Student Name

2

3 Career Objectives To establish a career in XXXXXX

4 Education

Current College Enrolment
XXXXX Engineering- UAE University
19XX- Present
Currently fulfilling the course requirements towards the B.Sc. Degree in XXXX Engineering.

Previous College/University Enrolment
19XX-19XX Department of XXXX- XXXXX college- UAE University
Covered xxxx credit hours of courses.

Courses List courses related to your major area of study

- Structural Design
- Advanced Fluid Mechanics
- xxxxxx
- Soil Mechanics
- xxxxxxxxxxxx
- xxxxxxxxxxxx

Skills Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

Computer/Programming Skills

- List software here (e.g. MS Word)
- MS Excel, XXXXXXXXXX

Communication Skills

- Competent in oral and written XXXXX
- Fluency in XXXX technical writing

Organization Skills

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

Interpersonal Skills

- Efficient, self-motivated, xxxxxx
- Can work independently and in groups

Other Skills

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

5

Experience List all you previous/current work experience

19XX-19XX United Arab Emirates
Job Title (e.g. Research Assistant)
Participated in the data collection for XXXXXXX.
Participated in the XXXXXXXXXX.

6

7 Honours and Awards

Distinguished student of the year- Faculty of XXXXX.
Distinguished Student grant by XXXXXXXXXX.
Certificate of XXXXXXXXX.

8 References

Dr. XXXXXX XXXXXX (Academic Advisor)
Department of XXXXXX
Faculty of XXXXX
UAE University
Tel: XXXXXXXX
Fax: XXXXXXXX
E-mail: XXXXXX@uaeu.ac.ae

Dr. XXXXXX XXXXXX
Department of XXXXXXX
Faculty of XXXXX
UAE University
Tel: XXXXXXXX
Fax: XXXXXXXX
E-mail: XXXXXX@uaeu.ac.ae

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Resume Sections

HEADING - CONTACT INFORMATION

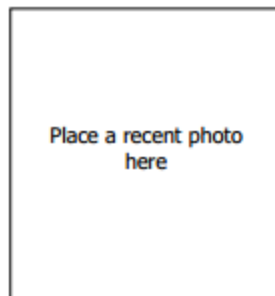
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- Your name, address, phone numbers (home, mobile, Fax).
- Your email address (*should be professional and serious*).

Example: Mohammed.Rashid@gmail.com

- You can also upload your photo if you want.

1



Abu Dhabi- XXXXX street

Tel: 02-xxxxxxx
Mobile: 050- xxxxxxx
Fax: 02-xxxxxxx
E-mail: xxxxx@uaeu.ac.ae

Student Name

Resume Sections

CAREER OBJECTIVES

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What is a Career Objective?

An objective is a brief, concise statement of your career goals and interests. It describes the job opportunity you are looking for.

Why Write Objectives?

An objective gives the employer an indication of what you are trying to achieve in your career.

2

Career Objectives

To establish a career in XXXXXX



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Resume Sections

EDUCATION



Includes the following:

- Major and Degree Expected or Accomplished.
Spell out the expected degree (e.g. Bachelor of Science, Bachelor of Arts) and the major (e.g. Civil Engineering, Computer Science, Business Administration).
- Name of the University. *(e.g. United Arab Emirates University)*
- Enrolment & Graduation Date.
- Credit Hours Finished and GPA.
- If you attended more than one university, list the most recent one first.

3

Education

Current College Enrolment

19XX-Present

XXXXX Engineering-UAE University

Currently fulfilling the course requirements towards the B.Sc. Degree in XXXX Engineering.

Resume Sections

COURSES

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- This is an optional section that you may use to briefly describe related course work.
- **List** the courses **relevant** to your **major and specialization**. State clearly the name of the courses; **do not use abbreviations**.

Example:

X MRKT 1102 **✓** Principles of Marketing

Courses

List courses related to your major area of study

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- Structural Design
- Advanced Fluid Mechanics
- xxxxxxxxxxxxxxxx

- Soil Mechanics
- xxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxx

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Resume Sections

SKILLS

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Learning/ Understanding

Critical Thinking

Decision Making

Problem Solving

Leadership

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Resume Sections

SKILLS

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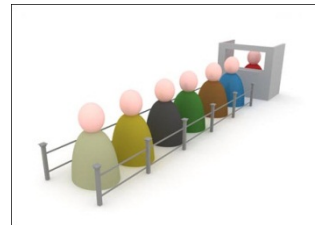
Organizational

Communication:
Written and Oral

Technical/ Vocational

Computer

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Resume Sections

SKILLS

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Interpersonal

Initiative

Reliability

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Resume Sections

SKILLS

Resume Skills

Skills

Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

5

Computer/Programming Skills

- List software here (e.g. MS Word)
- MS Excel, XXXXXXXXXXXXXXXX

Communication Skills

- Competent in oral and written XXXXX
- Fluency in XXXX technical writing

Organization Skills

- XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX

Interpersonal Skills

- Efficient, self-motivated, xxxxxxxx
- Can work independently and in groups

Other Skills

- XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX

Resume Sections

EXPERIENCE

- Include previous job experience (**full or part time job**, **internship**, **class projects**, etc...)
- List the name of the company, the job title (if any), and the dates of experience.
- Describe your job responsibilities in action verbs (such as trained, planned, designed, supervised, increased, represented, etc...)
- Highlight problems you solved, or projects you have been involved in. Express your experience in the form of **Problem**, **Action**, and **Results**.
- Try to **quantify** with amounts, percentages or measurable values.

Experience

List all you previous/current work experience

6

19XX–19XX

United Arab Emirates University

Job Title (e.g. Research Assistant)

Participated in the data collection for XXXXXXXX.

Participated in the XXXXXXXXXXXXXXXXXXXX.

Resume Sections

HONORS and AWARDS

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List honours, awards and scholarships that make you a distinguished individual.

Examples:

- Outstanding Intern Award for Fall 2011.
- Distinguished Student of the Year – 2012.



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Honours and Awards

Distinguished student of the year- Faculty of XXXXX.
Distinguished Student grant by XXXXXXXXXXXXX.
Certificate of XXXXXXXXX.

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Resume Sections

REFERENCES

- List the names, addresses, and contact information for two references aware of your academic background or previous work (include your academic advisor).
- Make sure that you ask your references before using their contact information.



8

References

Dr. XXXXXX XXXXXX (Academic Advisor)
Department of XXXXXX
Faculty of XXXXX
UAE University
Tel: XXXXXXXX
Fax: XXXXXXXX
E-mail: XXXXXX@uaeu.ac.ae

Dr. XXXXXX XXXXXX
Department of XXXXXX
Faculty of XXXXX
UAE University
Tel: XXXXXXXX
Fax: XXXXXXXX
E-mail: XXXXXX@uaeu.ac.ae

RESUME DON'Ts

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- **Don't** make spelling errors.
- **Don't** title your resume as "Resume".
- **Don't** lie on your resume.
- **Don't** mail or fax if email is an option.
- **Don't** use fancy fonts – stick with "Times New Roman" or "Arial".
- **Don't** use personal pronouns "I", "my" or "me".
- **Don't** use passive words.
- **Don't** use abbreviations.
- **Don't** use colorful paper – white or beige is standard.
- **Don't** include a picture or other artwork.



RESUME DO's

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- **Do** proofread carefully. Misspellings and typos are deadly on a resume.
- **Do** send your resume with a cover letter.
- **Do** present yourself as a professional, with a straightforward email account.
- **Do** strive to make a good impression.
- **Do** make your resume clear, concise and easy to read.
- **Do** use BOLD or Underline for section headings.
- **Do** emphasize your strongest qualifications.
- **Do** focus on accomplishments, skills, and results.
- **Do** use action verbs.
- **Do** print your resume on high quality paper.
- **Do** give contact info like home and office telephone numbers.
- **Do** create a resume tailored to the job you are after.
- **Do** keep your resume up-to-date.
- **Do** use numbers where appropriate to clearly describe your accomplishments.

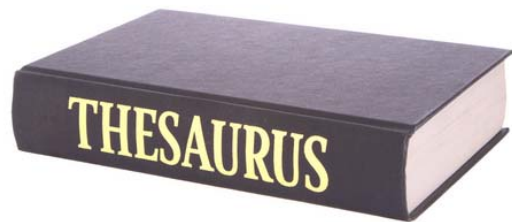


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POWER VERBS FOR YOUR RESUME

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Action verbs, especially when introducing an accomplishment or statement that conveys your value, can bring life to your resume.



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POWER VERBS FOR YOUR RESUME



Achieved	Communicated	Developed	Installed	Published
Adapted	Compared	Documented	Maintained	Recorded
Administered	Compiled	Drafted	Managed	Reported
Advertised	Completed	Edited	Mentored	Researched
Advised	Computed	Ensured	Modified	Responded
Allocated	Conducted	Established	Monitored	Reviewed
Analyzed	Consulted	Evaluated	Operated	Scheduled
Assisted	Contributed	Examined	Ordered	Supervised
Authored	Coordinated	Experimented	Organized	Taught
Built	Cultivated	Facilitated	Participated	Tested
Calculated	Decreased	Fixed	Performed	Trained
Checked	Delivered	Generated	Planned	Upgraded
Coached	Designed	Increased	Programmed	Utilized
Collaborated	Determined	Initiated	Provided	Wrote

RESOURCES

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- <http://www.roberthalf.ae/job-search-etiquette-dos-and-donts>
- <http://www.bayt.com/>
- <http://www.monstergulf.com>
- <http://www.charterhouseme.ae>
- <http://www.manpower-me.com>
- <http://www.naukrigulf.com/>



