



Your Curriculum Vitae (CV) introduces you to employers as a job seeker. It is a record of your past and current achievements and a vital tool in marketing your qualifications and skills, so it must be well-written and presented in a way to make employers pick up the phone and call you for an interview. What to include in a CV?

Personal information

- Include your full name, date and place of birth, nationality, postal address, phone and fax numbers and a professional e-mail address.

Career objectives

- This section is the most important part in the CV. It should clarify in a simple way your goal for getting a specific job. It helps the employer determine whether your goal is in line with their organization objectives. It must not exceed three or four lines, and it should be modified according to the job you are applying for.

Academic qualifications

- Include here details of your academic qualifications (your high school certificate and higher education degrees). These must be presented in reverse chronological order (from the most recent to the oldest). Details for each degree must include enrollment and graduation years, type of academic degree, college, major, school or university name, city and country.

Training courses

- List here the type, date and place of any training courses you took starting with the most recent.

Work experience

- In this section, include the period (start and finish month and year), job title, employer name, city and country for each job position you held starting with the most recent job.

Additional activities and experiences

- List all the volunteer work you did, the social activities you participated in, and the certificates or awards you received.

Language skills

- List all the languages that you speak including your native and foreign languages. Add your fluency level in the speaking, writing and reading skills for each language.

Computer skills

- List the most important computer skills you have and the programs that you know how to use.

Interests

- Add here the most important hobbies that are related to the job position you are applying for.

References

- List three names as references who could be asked about you. They could be your teachers at school or university or your superiors in your previous job. Include their postal addresses, phone numbers and e-mails. Do not list your family members or relatives as references unless they were your immediate superiors in a previous job.

To produce a high quality CV

- Check content
- Check format and design
- Be brief when writing about experiences and skills
- Present info from most recent to oldest
- Use good quality A4 white paper
- Use only one side of the paper
- Use an easy-to-read font

Avoid the following

- Spelling and grammatical mistakes
- Using colors and images
- Mentioning information unrelated to work (such as height, weight, number of family members)
- Using more than 2 pages
- Using folded or stapled paper

Finally:
consult a career counselor to review your CV.

For Information Please Contact Center for Career
Placement & Alumni – Career Planning Services

Ms. Abeer Al Shuaibi	037136685	أ.عبير الشعبي
Ms. Rawdha Al Kethiri	037136683	أ.روضة الكثيري
Ms. Munira Al Yazeedi	037135657	أ.منيرة اليزيدي
Career Planning Services	037135809	خدمات التخطيط المهني

Tips for Writing Your CV