



CVs or RESUMES

Remember, keep it:

BRIEF

CLEAR

UNDERSTANDABLE

POSITIVE

RELEVANT

BEFORE YOU START

Remember, your CV is your sales brochure and its purpose is to persuade an employer to interview you for a job. It is their first impression of you - so NO spelling and grammar mistakes!

The average employer in Dubai will spend 7 -10 seconds scanning a CV. To make sure they read YOURS and are impressed, it must be:

Brief **1 page** preferably (if necessary leave out your secondary education, or interests – concentrate on your main achievements and skills relevant to the position and make sure the most impressive information about you is on the first page and near the top!

This is where a **profile** or **skills list** can help focus the employer's attention on what you have to offer them. An **objective** can be useful to give an employer an idea of what you're looking for if you are not applying for a specific job.

Easy to read **Use the same font and same size font throughout.** Use **bold type** or **CAPITALS** to highlight different sections. **Keep the layout simple!**

AVOID: borders or boxes colours *italics*
underlining.

AVOID: Long sentences and use of "I" and words such as *esteemed, reputed, privilege, hardworking, loyal, trustworthy, friendly, good personality.* Everyone is ALL of these things!

Understandable Remember the employer may come from a different country to yours with a different education system and culture. So **AVOID** abbreviations such as *HD for High Distinction or C for Credit or BIST, B COMM for Bachelor of Internet Science or Bachelor of Commerce*

Positive **Make sure you mention your achievements** both academic and extra curricular. If you did well at university and got a distinction in a module say so. If you increased the membership of your club or society, say so and by how many.

Relevant Include information about your skills and experience which are **RELEVANT** to the job. For example if you are applying for a marketing position, mention that you studied a marketing module. **You will also need to update your CV regularly and sometimes alter it slightly to make it relevant for each job you apply for.**

- **Read through your CV to check the spelling and grammar and ask someone else to check it too.**
- **Use your own words and make sure your CV is not identical to your friend's!**

Sample Layout for a CV

YOUR NAME

Your contact details: Include mobile phone, landline and email

PHOTOGRAPH *You don't need one, UNLESS a job advert specifically asks for one.*

OBJECTIVE *Keep it brief and to the point.*
*eg: **Seeking a position in finance/marketing administration/technical IT.***
Seeking a summer internship in finance/marketing/administration/IT

OR:
PROFILE *This is good for people with some experience already. Summarise in 3 or 4 lines any achievements, skills and experience which are relevant to the job or career area you are aiming at. Mention key languages or IT packages too.*
*eg: **A business graduate with 2 years experience in customer service and marketing research seeking a position in marketing administration.***

OR:
SKILLS AND ACHIEVEMENTS
*A skills list of no more than **six** points, backed up with evidence from your university and work experience and which reflects the skills the employer is asking for in the job advert can also be **useful**. List relevant languages especially Arabic if you are a fluent speaker and any good knowledge of MS Office. (See list on page 5, plus CV examples)*

EDUCATION
Put your most recent education first. Include dates.

200? to present **University of Wollongong in Dubai**
Name of your degree in full with expected final grade (if high!)
Date due to complete

- Details of any main subjects studied, projects completed, that are relevant to the job you are applying for.
- Details of Scholarships or Awards connected with your degree
E.g. Dean's Academic Merit List,

199? – 200? **Name of Secondary School, Location/Country**
Final Qualification achieved.

WORK EXPERIENCE - Put your most recent work experience first:
If you are a post grad student with full time work experience relevant to the job, put this BEFORE education.

May –June 200? **Name of Organisation, Location/Country**
Position/Job Title.

- Use action words to describe ***what you did and what you achieved.***
- If you did a similar job over a few summers put it in as one entry.

OTHER SECTIONS YOU COULD INCLUDE ARE:

INTERESTS

*For fresh graduates with little work experience, employers like to see evidence of involvement in **university** extra curricular activities. E.g. membership of clubs, sports team, voluntary groups etc. This can show that you have wide interests beyond just studying.*

- Be specific. list here any sporting, leisure interests
- Don't put watching TV or surfing the net. Everyone does this anyway, so it doesn't make you stand out from the crowd!

OTHER INFORMATION

- Driving licence
- Languages (those not directly relevant to job)
- Visa Status

REFERENCES

Two names E.g.: Your professor and a part time employer, or two professors. Ask their permission first.

*You need to include their **name, position, phone number and email address.** Do not use relatives or friends!*

PERSONAL DETAILS

If you feel you must include your personal details, put them here at the end of your CV, so that you can impress the employer with your skills, experience and qualifications, before they have a chance to stereotype you according to your age, religion, nationality, etc!

FINALLY

Have you read through your CV and checked the spelling and grammar?

EXAMPLES OF SKILLS THAT COULD BE INCLUDED IN YOUR SKILLS LIST AND ON YOUR CV

- **Communication (written and spoken) / Interpersonal skills** (e.g. Gained through my work experience in sales, through taking part in debating competitions at university, as a student tutor, had articles printed in newspaper, student magazine)
- **Team work skills.** (e.g. Gained through working with my colleagues on group projects, my work experience doing, as member of university club)
- **Organisational skills** (e.g. Organised a club outing, planned, or set up a filing system)
- **Innovative /Creative thinking** (e.g. Developed a new programme to automate a process, devised a new stock keeping system at work, worked out a new way of doing something, e.g. Set up a new club at university, organised an outing)
- **Leadership skills** (e.g. Elected captain of debating team, group leader for university projects, president/treasure/secretary of university club)
- **Ability to work under pressure/ meet deadlines/perform multiple tasks** (e.g. combined studying with part time work, getting ALL assignments in on time)
- **IT skills** (keep them relevant and remember the layout and look of your CV is evidence of your ability to use MS Word!)
- **Languages** – include these here and level of fluency, if relevant to the job. Arabic speakers be sure to include fluent Arabic here in your skill set.

WORDS AND PHRASES FOR CV WRITING

Remember you should you use **POSITIVE** words to describe yourself and **ACTION** words to describe what you have done. Think of examples of how you have displayed these skills. *Only pick those that apply to you! Use a dictionary and check with other people if necessary!!!!*

Analytical

Logical

Creative

Organised

Thorough

Pays attention to detail

Meticulous

Accurate

Diplomatic

Enthusiastic

Determined

Persuasive

Efficient

Flexible

Adaptable

Motivated	Focused	Decisive
Numerate	Proficient <u>in</u>	Competent <u>in</u>
Good <u>at</u>	Knowledge <u>of</u>	<u>Able/Ability to do</u>
<u>Capable of</u> doing	Experienced <u>in</u>	Background in
<u>Capacity to do</u>	Familiar <u>with</u>	Fluent in (a language)

Phrases to describe things you have done – Action words

led	administered	coordinated
was in charge of	was responsible for	initiated
developed	set up	introduced
established	designed	devised
managed	arranged	organised
analysed	monitored	tracked
classified	compiled	completed
planned	carried out	researched
improved	produced	responded to
trained	instructed	presented
tutored	coached	

Some examples of things you have done that may have developed your skills:

Arranged / Organised events / processes

Managed database / accounts

Logged / Tracked / Recorded information

Checked reports, texts, figures for accuracy

Compiled figures / compiled reports / data

Drafted / Wrote reports

Trained someone

Classified data / records

Maintained database / files / records

Interpreted / Analysed data / figures/ information

Liaised / coordinated between people / agencies / organisations

Coordinated tasks

Persuaded others

Motivated others

Corresponded with/communicated well with: customers / peers / colleagues / professionals

Planned meetings, agendas, events

Raised funds / money

Took part in / participated in

Assimilated / Grasped complex information / ideas / concepts

Interpreted information

Processed / Extracted relevant information

Increased / Improved sales/processes

Introduced / implemented a new.....

CV EXAMPLE – PLEASE do not copy word for word. If you do, your CV will be identical to those of the other students who also copied this and you will fail to get an interview!

NAME

MOBILE NUMBER, EMAIL, LANDLINE

SKILLS

- Ability to work well under pressure – was able to handle the hectic University schedule of examinations & assignments and study for ACCA simultaneously.
- Excellent communication, interpersonal and presentation skills (developed through presenting class assignments and working with colleagues on projects)
- Worked as a team leader in several group assignments.
- Excellent knowledge of MS Office (including Excel), MYOB and good knowledge of MS Access Database.

EDUCATION

- **2002 - 2005 University Of Wollongong in Dubai**
 - **Double Major in Bachelor of Commerce specializing in Finance and Management**
 - 100% Scholarship in Year 3 at University, Earned a place on the Dean's Merit List at University (UOWD).
 - Comprehensive grounding in Finance (Banking & Financial Institutions, Financial Statement Analysis, Investments, Business Finance etc.)
 - Major project: Analysis of, and recommendations for Financial Health of Major Airline FZLLC
- **2002 - Associate Certified Chartered Accountant (ACCA) exams:**
 - Paper 1.1 (Preparing Financial Statements) 75%
 - Paper 1.2 (Financial Information for Management) 71%
- **1993 – 2002 Our Own English High School, Dubai**
Senior School Certificate (10+2) – Central Board of Secondary Education, India
Obtained 87% in the aggregate (top 5% in UAE)

WORK EXPERIENCE

- **July 2004** - Worked as an audit trainee for a month in the Assurance and Advisory Business Services Division at **Ernst & Young**, Dubai
- **August 2003** - Helped in the audit of Toptronics Trading, Leading Concepts FZE and Emirates Neon FZCO.

INTERESTS

Treasurer of Youth Club
Member of University Volleyball team

REFERENCES

- Dr. Raed Awamleh, Dean Academic Affairs, University of Wollongong in Dubai, Tel: 04 3672400 email:
- Dr. Ashraf Mahate, Assistant Professor, University of Wollongong in Dubai. Tel: 04 367 2400 email

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Name

mobile number email address

Career Objective

Currently seeking an entry-level technical position in IT

Skills and Achievements

- IT project management skills
- Inter-personal skills
- Knowledge of software engineering tools and techniques (UML, Java, C++).
- Documentation skills
- Experienced with Windows and Linux platform.
- Database design and querying (Oracle 9i, MySQL)
- Knowledge of Networking and Security concepts.
- Web development skills. (HTML, PHP, Apache web server).
- Chosen to represent the University of Wollongong in Dubai at the National Programming Contest 2003 (NPC 2004) held at American University of Sharjah.

Academic Qualifications
September 2000 – June 2004

University of Wollongong in Dubai

Bachelors of Internet Science and Technology, specializing in Internet Applications.

- **Major project:** (Acquired a High Distinction)
- Designed and completely developed an Automated Secure Survey Analysis system as part of a team of four members, for a period of ten months utilizing Java and PHP as front-end in conjunction with MySQL database, Apache and STMP servers as back-end.
- **Project manager** for three different fully functional academic projects; an Internet-based food court, an online health clinic and a library system, acquiring High-Distinction for all three projects.

Work Experience
June 1999 – Present

Tasty Catering Services,

- Data entry operator
 - Data entry of daily sales and purchases utilizing Tally accounting software to produce daily, weekly and monthly reports.
- Telephone operator
 - Handling customer relations by order-taking, receiving feedback and answering enquiries.
- Manage basic accounts and handle other operations on a timely-basis.

April 2004

University of Wollongong in Dubai

- Exhibitor at the Gulf Education and Training Exhibition (GETEX)
 - Handled customer inquiries in terms of the courses and services offered and conducted a market survey for the university.

September 2003 – February 2004

University of Wollongong in Dubai

- Teaching assistant
 - Tutored students in maths and computers as part of a voluntary program on a part-time basis.

Other Information

Member of university outdoor club. Organised excursion to Fujairah
UAE Driving licence
Languages: Fluent English, Hindi, Urdu

References

On request

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NAME

Phone: Email:

An MBA student with three years management experience with a leading shipping line, handling international corporate customers. Holds marketing diploma from the Chartered Institute of Marketing (CIM, UK) and shipping qualifications (MISE). Excellent negotiation, organisational and interpersonal skills

ACHIEVEMENTS

Increased market share from 32% - 44% in 2004 and surpassed all budgetary estimates in profits and volumes maintaining all pre-planned rate increases, whilst heading the “Americas” trade desk at International Shipping Company LLC

Transformed a little known brand of black-and-white TV’s and transistor radios to Sri Lanka’s market leader (At Sparky Electronics, Sri Lanka)

Coordinated the efforts of the Sri Lankan community in the UAE and the Red Crescent society to send 156 X 40’ containers to tsunami stricken areas .

PROFESSIONAL EXPERIENCE

2003 – To date

**International Shipping Company LLC (Regional head office West and Central Asia) U.A.E.
Assistant Manager WCA-Americas trade.**

- Reporting to the commercial GM, and responsible for the ultimate profitability of the West & Central Asia to South Americas trade lane.
- Increased market share from 32%-44% whilst maintaining market rate levels.
- Supervised team of ten staff

2000 – 2003

**International Shipping Company (Pvt) Ltd. Sri Lanka.
management trainee**

- Out of a total of 600+ applicants, was selected for the “International Shipping Education” (MISE), 2 year management programme in 2000.

1997 – 2000

**Sparky Electronics Ltd._Sri Lanka.
Marketing Executive.**

Sparky is a subsidiary of one of Sri Lanka’s largest diversified groups and sole agents for Philips, Daewoo and Whirlpool.

Responsible for all Marketing activities of the company's local brand "Electric" which went from a relatively unheard of brand in Sri Lanka to the market leader in black and white TV's.

ACADEMIC QUALIFICATIONS

2005 – current

Masters in Business Administration (part time evening courses)

University of Wollongong in Dubai

2000-2003

International Shipping Education (MISE)

Graduate with top grades in Marketing and Line Management subjects

2002

Institute of Chartered Ship brokers (ICS)

Completed dry and bulk ship brokering exams conducted by the ICS

1997-2000

Post graduate diploma in Marketing - Chartered Institute of Marketing

Presently a member of the Institute

LEISURE PURSUITS AND OTHER INTERESTS

Played Rugby and water polo for the under 19 national teams whilst in Sri Lanka and still play at a recreational level.

Open water diving, watching movies and reading

REFERENCES

Professional and/or personal references will be provided upon request.

Prepared by UOWD Career Development Services - Student Services Department

For further information, please contact the UOWD Career Advisor.

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Email: CareerServices@uowdubai.ac.ae

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