**(Your Name)**

**(Your Subject)**

**Contact Address:**

Telephone:

E-mail:

Citizenship:

Relocation:

## Profile

Give a specific details to define who you are include your educations background + GPA + University Name + if you have other studies Masters, PhD, or a relevant experience . (Do not Include your name/ age/ or other training certificates and your job duties in this part). Finally, give a conclusion show that why you are interest in the company that you apply for and include why do you want this job. For fresher, keep 3-4 lines, for professional keep 5-7 lines.

## Main Objective

Give some details about your job objectives (approximately 3- 4 lines).

## Education Background

**Starts with the latest. Give details for your education history including the modules that you studied which you are confident to talk about (you will be asked about it during the interview). The reason behind that is to pay the interviewer intention to ask you more about the modules in your CV rather than going to your transcript and ask you randomly in some modules that you are not confident with.**

**Give 3 to 4 point how this course helped you.**

This course has enabled me to:

AAAAAAAA

BBBBBBBB

CCCCCCC

DDDDDDD

**Example;** Have completed my project in " **Designing Gas Turbine Engine** ".

**No Project explanation needed here as you will definitely be asked to explain about it during the interview.**

**The same way if you have other certificate MSc or PhD.**

## Relevant Experience

Company Name, Location, Job Role, Job Name, and starting Date, Ending Date or if you still in the job (1/1/2014 / Present).

**Duties**

Give details on the Job duties that you have been assigned to. BE CAREFUL, try to show that you are doing the job Not Just mention the job role.

Example for Job duty,

Understand Microsoft programs and other mathematical program such as C++. (Totally wrong). (it seems that you did nothing in the job.

Assist in working with Microsoft programs and other mathematical program such as C++.

The above is just an example to show how the sentence has changed.

## Technical Expertise

You can write them in the way that you like but in an organized way and make them easy to read for the interviewer.

|  |  |
| --- | --- |
| **Software Name** | **Proficiency** |
|  |  |

## Soft Skills Technical Skills

|  |
| --- |
| Teamwork |
| Flexible  |

|  |
| --- |
| 1. Engineering Calculations
 |
| 1. Negotiation
 |

Try to separate the Soft Skills and Technical Skills that you have for better way to define your ability and find your strongest point which can be matched with the job requirements.

##  Awards

If you have been awarded certificates, patents, or even University Honours you can write it here. You can also add to this head **Awards and Publications** (if you have any publications or Journals you can add them here). You also can add if you have attended any conferences weather you were an effective member or ineffective during the conference.

## Professional Membership

This if you have a membership with a university or other community or Science web sources you can mention it.

## Additional Certificates

You can give Training/Courses/ other Certificates here in an organise way;

|  |  |  |
| --- | --- | --- |
| **Name of the Course/Certificate** | **Training Date** | **Expiration** |
|  |  |  |

Some of the certificate you may gained during works/studies/training has no expiration date so you can write instead " Permanent" .

## Languages

Example;

|  |  |
| --- | --- |
| **Language** | **Proficient** |
| English  | Mother Tongue |
| Arabic | Fluently |
| French | Intermediate  |
| Italy  | Elementary  |

## Interest;

Keep it short 2-3 points max.

## References:

Available upon request.