



# **Curriculum Vitae (CV) & Cover letter**

# Curriculum Vitae

## Definition of CV?

It is a special kind of autobiography which gives a short written account of your career , qualifications , skills, experience and achievements. It is used in recruitment and it allows a potential employer to quickly see a board outline of a candidate.

- Curriculum vitae "CV" = Life story (Latin) used in Europe
- Resume = Summary (French) used in USA
- السيرة الذاتية = Arabic used in the Arab world

A curriculum vitae is a written description of your work experience, educational background, and skills

## Why is the CV?

- Passport to new opportunities by calling for interviews:
  - **Phone interview**
  - **Formal interview**
  - **Informational meeting**
  - **Send Application form**
- For studying issues
- For networking

## Types of CV's:

- **Chronological CV:** relative experience is essential.
- **Functional CV:** skills and achievements are essentials. For non experienced.
- **One-page summary CV:** for very famous individuals or professors.

## CV Parts:

- *Personal data - Essential*
- *Objective*
- *Educational achievements - Essential*
- *Training and certificates - Essential*
- *Work experience - Essential*
- *Skills*
- *Interests and activities*
- *References / Referees*

## Personal Data:

- *Full name*
- *Full address*
- *Alternative contacts if not available*
- *Many phone numbers : mobile, home, ...*
- *Personal email*
- *Age or birthday*
- *Photograph ( new and good one)*
- *Marital status, if not relevant then state your interest although these special needs of the position.*



## Objective:

- Put one only if you have one
- Focused objective is an invitation to help
- Build your objective based on your priorities (essential-desirable):
  - Culture
  - Place of work
  - Job functions
- Use careers highs and lows to identify your priorities.

## Career highs and Career Lows Example:



## Some objectives examples:

- Seeking for an interview to discuss the suitability of my qualification, skills, and experience for employment in an opening in your organization. (general)
- To obtain a position as an assistant editor and contribute strong written communication skills, relevant education, and experience in the field
- An entry – level sale positions leading to sales or marketing management in the area of advertising or product management
- Position in the field of mechanical engineering with special interest in computer – aided design and engineering

## Educational achievements:

- Three main data (When, What, Where) did you get the qualifications
- List them in reverse chronological order
- Start with the most recent and the most relevant, and give more details about them
- Include any citations you have gained
- Write the names of the relevant courses and put your grade if it was a good one.
- Talk about your achievements in the senior project

## Courses and Training:

- Write about your professional and personal development ( formal and informal training)
- Going through courses and training :
  - *Show you are initiative*
  - *Develop your skills*
  - *Expand your network*
  - *Beneficial for future investment*

## Experience:

- Use the past tense for past experience and the present tense for current experience.
- Write your achievements based on your job description



- Add the old employer details and generalize your job title with brief description

## Example:

- Group the roles belong to a certain company. Example:

|           |             |        |
|-----------|-------------|--------|
| 2000-2003 | XYZ company |        |
|           | 2000-2002   | Role 1 |
|           | 2002-2003   | Role 2 |
- Group the experiences that have similar features or skills
- Mention the temporary works, it shows wide experience, commitment, involvement in different environments.

## Transferable Skills:

- Lies behind things you enjoy doing
- Ask for others opinion about the skills you have.
- Seek for the required skills (employability skills) and develop them.
- Support your skills part with evidence from your achievements and experience that is ended with good results.

## Interests and activities:

- Paint the picture of yourself to the reader
- Examples:
  - *Sports suggest an active person.*
  - *Pursuit like reading, archaeology indicate enquiring mind.*
  - *Penchant for DIY show you're practical.*
  - *Painting and music suggest creativity.*
  - *Fishing shows patience, resilience*

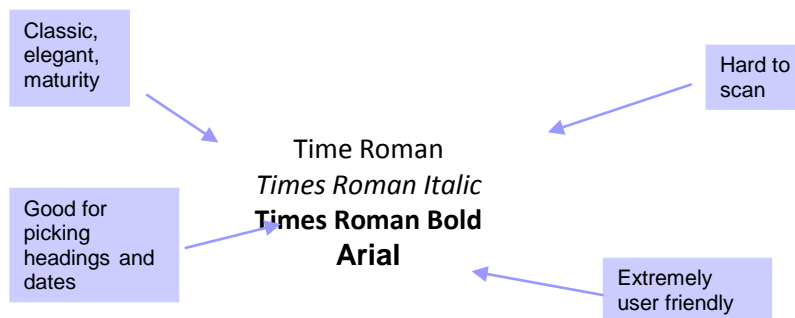


## References / Referees :

- *Take their permission*
- *Select relative , good references*
- *Minimum 2*
- *Select from deferent areas of life*
- *Write their details: name, title, place of work, contacts.*
- *Delete from CV to save space but mention they are available upon requested.*

## CV Layout:

- Headings: maximum size is 16
- Body: minimum size is 10
- Examples:



- *Use bullets not paragraphs (easier to scan)*
- *Use black color only*
- *A4 paper size with light background*
- *High quality of paper and envelops*
- *Templates could be modified*
- *Minimize the number of levels and headings*
- *Do a quality control ( career counseling office)*

## CV Tips:

- *CV's are different, but principles of a good CV are the same.*
- *Don't mistake any spelling or use trite phrases or stiff language*
- *Average length is 1 to 2 pages for fresh graduates*
- *Positive attitude is the greatest asset.*
- *Tailor the CV on the reader needs.*
- *Flexibility is a must*
- *Readable for different readers perception.*
- *Tell the achievements not the responsibilities or job description.*
- *Make sure that all the information written in the CV are correct*
- *Order the information by starting from the essential for the reader to the additional one. (emphasis on relative information)*
- *Use the positive action words without repetition.*
- *Don't use (me, I, my). You will seem like over confident*
- *Don't include height , weight , religion , health or gender.*
- *Don't send a resume without a personalized cover letter*
- *Reply to the post if you exceed %80 of requirements*
- *Emailed or faxed resumes must be followed with a hard copy sent by mail or by hand*

- Don't include reasons of leaving a job or a salary requirements
- Summary or profile is accepted for experience graduates and it is written in a paragraph style.

### Conveying a message:



### CV Dispatching:

- Career Counseling Office
- Careers fairs
- Recruitment agencies / companies
- Recruitment websites
- Newspaper advertisements
- Networking activities
- Applications



# Cover Letter

17 Aug 2005

Mr. Dawood Ali Mattar  
Director of Recruiting and development  
Bahrain Build Construction Company  
P.O Box: 0000  
Manama – Bahrain

Dear Mr. Dawood

I read your company's description in XYZ engineering magazine , and I would like to inquire about employment opportunities in your civil engineering department. I want to work in civil engineering and would like to remain in this field for my graduate education.

I shall receive my B.Sc. degree in civil engineering this September. My interest in engineering started in high school when I attended the student introduction to engineering program at University of Bahrain. The interest further developed through a variety of construction jobs during college. My internship with ABC construction company convince me to pursue this field. When I researched the top constructions firms in Bahrain ,” Bahrain Build Construction Company “ emerge as having a strong market position, an excellent training program, and a solid reputation. In short, you provide the kind of professional environment I seek.

My resume is enclosed for your consideration, my education and experience match the qualifications you seek , but they don't tell the whole story. I know from supervisor feedback that I have the technical and interpersonal skills you seek. My relatively extensive experience gives me confidence in my career direction and in my abilities to perform competently.

I know you must have many demands on your time, but I would appreciate a few minutes of your time. I shall call you during the week of October 1<sup>st</sup> to discuss employment possibilities. In the meantime, if you need to contact me, my number is 12345678 and my email is [a\\_saeed@uob.edu.bh](mailto:a_saeed@uob.edu.bh).

Thank you very much for considering my request. I look forward to talking with you.

Sincerely,

*Adnan Saeed*

Adnan Saeed  
P.O Box: 000



**Cover letter sample**

Mr/Mrs/Ms ( name)  
Title  
Company name  
Address

Dear Mr/Mrs/Ms ( name)

**Paragraph (1)** : come to the point , reveal your purpose and interest. State the reason behind this letter by writing your career objectives. Identify the position and your source of information. Introduce your themes

**Paragraph (2)**: outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experience and accomplishments. Make reference to your enclose resume.

**Paragraph (3)**: make positive statements about your skills and abilities. Do some personal marketing , convince the employer that you have the personal qualities and motivation to contribute to the organization.

**Paragraph (4)**: suggest an action plan. Give a specific request. Give an approximate time interval that you will be contacting the company for discussing the possibility of having an interview for any future employment opportunities.

**Closing**: express appreciation to the reader for his or her time and consideration

Sincerely,

(hand written signature)  
type your name  
type your address



Resume of:

## Mohammed Ali Abdulla Saeed



Contacts 12345678 – 14725836 ▪ Fax 15975321 ▪ P.O Box 000 – Manama  
Email [moh\\_aas@hotmail.com](mailto:moh_aas@hotmail.com) ▪ Road 11, House 12 , Manama 13

### Personal Information

Bahraini ▪ Single ▪ Born in 24<sup>th</sup> May 1980 ▪ CPR No.: 3333333 ▪ Passport No.: 111111 ▪ Single

### Objective

Seeking for an interview to obtain an entry-level position in the Computer Engineering field. Or, any other field that will enhance my career and suites my qualifications and skills

### Educational Qualification

University of Bahrain                      Sakheer , Bahrain  
B.Sc. in Computer Engineering (GPA 3.98)    [2000 - 2004]

Bahrain Training Institue                  Isa Town , Bahrain  
Diploma in Electronics Engineering            [1998 - 2000]

Al Hedaya Secondary School              Muharraque , Bahrain  
Secondary Certificate , Science                [1995-1998]

### Work Experience

Bahrain Business Machine                  Manama , Bahrain  
Network Technician                            [Season Sep-Dec 2004]

- Provided a single point of contract for all end-users for network assistance
- Resolved technical problems
- Worked with others to determine the problem and implementing a solution
- Upgraded computer software
- Sat up and maintain the servers on which the company's internal applications run
- Contended with server migrations, download times, and site crashes in the virtual space driven by databases.

MultiTech Information Technology      Juffair , Bahrain  
Trainee as lab assistant  
IT Training Department                      [Apr – Sept 2003]

- Provided hardware and software assistantce to lab users
- Replenished supplies as needed
- Enforced computer lab policies
- Helped promote events
- Updated database with new inforamtion

### Competencies

- Hardware: signal generator, digital multimeter, breadboard,, DC/AC voltage
- Software: AutoCad, C++, Microsoft Office, Visual Basic 6.0, .Net, Java Scripts
- Languages: Arabic (mother tongue), English (Excellent), French (little)
- Interpersonal: Motivated, Intiative, excellent communicator and team worker, many leadership positions in the university's societies and clubs

### Achievements

- Dean's Honor List every semester
- Best senior project award " Neural Networks Application"
- Head of Music Club (2002) , IT Society (2004) in the university
- Honor award from BBM for developing a network solution

### Interests and activities

**References** music, sports and body building, reading IT journals, chess , member in the Bahrain IT Society

Ahmed Abdulla Ali    General Manager    XYZ Company                      Contact: 39xxxxxx – 17xxxxxx  
Dr. Mohammed Ali    Assistant Professor    University of Bahrain            Contact: 17xxxxxx    Email: [xyz@hotmail.com](mailto:xyz@hotmail.com)

# Mahmood Ali Abdulla

## Personal Information

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Nationality: Bahraini  
Date Of birth: 07<sup>th</sup> July 1986  
C.P.R No: 86xxxxxx  
Passport No.: xxxxxxxx  
Marital Status: Single

## Job Objective

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To build a long term career in your profession opportunities for career growth.

## Educations

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|            |                                      |                                |
|------------|--------------------------------------|--------------------------------|
| 2004- 2009 | University of Bahrain                | B.Sc. in Accounting (GPA 3.5)  |
| 2001-2004  | Omima Bent Al Noman Secondary School | Commercial Certificate (97.1%) |

## Experience

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|                          |                               |  |
|--------------------------|-------------------------------|--|
| 01Nov -31 Dec 2010       | Customer Services Assistance  | Royal & Sun Alliance                                       |
| 06Dec 2009 -01 Sept 2010 | Financial Planning Consultant | Legal & General Gulf Takaful                               |
| 21June – 30 Sep 2009     | Customer Services Represntive | Khaleeji Commercial Bank<br>(Wealth Management Department) |
| 01 July – 31Aug 2008     | Trainee                       | Kuwait Finance House<br>(Operation Department)             |
| 02 July – 31Aug 2006     | Audit Assistant (Summer Job)  | BDO Jawad Habib  |

## Certificates

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|                  |                            |   |
|------------------|----------------------------|---|
| 25-27 Jun 2009   | BIBF                       | Selling Skills Course                         |
| 21-23 Dec 2008   | University of Bahrain      | Business Symposium (Islamic Bank)             |
| 28-30 Apr 2008   | University of Bahrain      | Architecture Forum (Isa Town)                 |
| 2008             | Crown Plaza Hotel          | International Conference on<br>Business       |
| Jul – Aug 2004   | Court of Crown Prince      | Globalization (Challenges &<br>Opportunities) |
| Development      |                            | Bahrain Leadership and<br>Course              |
| 24Jul –9Sep 2004 | Bahrain Training Institute | Bookkeeping                                   |
| 02-09 Jul 2003   | Ministry of Labors         | Training in Stument & Social Affairs          |

## Skills

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MS Excel, MS Word & MS PowerPoint.  
Analytical/Research Skills.  
Communication skills.  
Team Working

## Interests

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Reading, cooking, computer and Internet browsing

## Languages Proficiency

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Arabic, English

## References

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References are available upon request

# CURRICULUM VIATE

## HANAN HASSAN ALI

Contact: 36xxxxxxx – 17xxxxxxx

E-mail: xxxx@live.com

Address: House No. 0000 Road No. 0000 Block NO. 000 Kingdom of Bahrain

### Personal Information

Date of Birth: 25<sup>th</sup> April 1987

Marital Status: Single

CPR No.: 87xxxxxxx

Passport No.: xxxxxxx

Nationality: Bahraini

### Objective

To work in a challenging environment where I can prove to be a valuable asset to the organization and its profitability.

### Educational Qualification

- **2005-To Present** University of Bahrain  
B.Sc in Business Information Systems (GPA: 3.2)
- **2003 – 2005** Manama Secondary School  
Secondary Certificate ( Commercial) (GPA 91%)

### Certificates

- **January 24<sup>th</sup> – 28<sup>th</sup> 2010** Participated in Entrepreneurship Orientation Program  
Bahrain Development Bank
- **November 4<sup>th</sup> 2009** Participated in the third IT Symposium  
University of Bahrain
- **December 2008** Participated in organizing the third Business Symposium  
University of Bahrain
- **November 2008** Participated in the second IT Symposium  
University of Bahrain

### Work Experience

- 5<sup>th</sup> January – 15<sup>th</sup> February 2005 Bahrain Investors Canter (BIC) - Ministry of Trade  
Training
- 1<sup>st</sup> July-31 August 2009 Ministry of Justices  
Summer Job

### Skills

- Fluent in spoken & written Arabic and English.
- Self-improvement and management skill.
- Good communication skills and effective team builder.
- Always looking for challenging tasks to accomplish.
- Ability to work under pressures and meeting the deadlines.

### Computer Skills

- Using MS Access, MS Word and MS Power Point
- Using Macromedia Flash 8, Prolog, Visual Basic.Net, Camtasia Studio and SQL Plus.
- also been taking computer programming courses using C++ language (Introduction to Computers & IT, Computer Programming, Data structures)
- Introduction to networking and Systems analysis and design as a part of my major

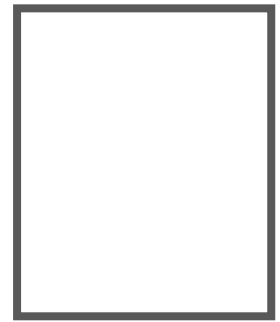
### Reference:

Dr. Ameen Ahmed      Assistant Professor      University of Bahrain      Contact: 1743xxxxxx – 39xxxxxx

Mr. Kareem Mohsen      HR Officer      Manama Company      Contact: 17xxxxxxx - 39xxxxxx

# CURRICULIM VITAE

## Abdulla A.Aziz Said



Villa 000, Sheikh Isa Avenue, Muharraq 216  
Mobile: 39xxxxxx  
Home: 17xxxxxx  
E-mail: xxxxx@hotmail.com

### Personal Information

Nationality: Bahraini  
Place of Birth: Muharraq, Bahrain  
Date of Birth: December 1<sup>st</sup>, 1988  
Material Status: Single  
CPR Number: 88xxxxxx

### Objective

To use my education and skills in the best possible way for achieving the company's goals.

### Education

- 2006 - 2009 University of Bahrain  
Associated Diploma in Information System
- 2003 - 2006 Isteqlal Secondary School  
Secondary Certificate - Commercial Studies

### Experience

#### Training

1<sup>st</sup> July 2008 – 28<sup>th</sup> February 2009 Nice House Contracting Establishment, Bahrain  
Secretary Trainee

### Knowledge & Skills

#### Languages

- Arabic: Native
- English: Excellent level speaking and writing
- Persian: Excellent level speaking and writing

#### Computing Skills

- Excellent Microsoft Office package including Microsoft Project, Publisher, FrontPage and Visio.
- SPSS statistics program
- Adobe Photoshop
- HTML language
- Basics of C++ language

#### Other Skills

- Excellent computer and Internet skills
- Quick learner
- Punctual and handle job pressure
- Good abilities in problem solving and analysis
- Work well in both team environments and individual assignments
- Full, clean driving license

### Interests

- \*Computer and Internet surfing
- \*Sports - **Squash and Swimming**
- \*Reading
- \*Travelling and Discovery trips

# Curriculum Vitae

## Marwa Ahmed Ali



Address House 000, Road 000,  
Block 000 Manama – Kingdom of Bahrain  
Contact No 3xxxxxxx – 3xxxxxxx  
CPR No 800000000  
Date of Birth 2<sup>nd</sup>, April 1988  
Nationality Bahraini  
Email [abcdefg@hotmail.com](mailto:abcdefg@hotmail.com)

### EDUCATION

2006–2010 Bachelor of Science in. Computer Engineering - University of Bahrain

2003-2006 Secondary Certificates (Science) - Jidhafs secondary girl's school, (94.3%)

### WORKING EXPERIENCE

Jul. – Aug. 2010 **Trainee** – Support Computer & Maintenance Section  
Ministry Of Works

### PARTICIPATIONS

2007 A member of the College of IT Society University of Bahrain

2006 Participated in Jaber Ben Hayan chemistry competition Science week  
Jidhafs secondary girl's school

### LANGUAGES KNOWN

| Languages | Speaking | Reading | Writing |
|-----------|----------|---------|---------|
| Arabic    | ✓        | ✓       | ✓       |
| English   | ✓        | ✓       | ✓       |

### HOBBIES

- Participating in educational, scientific and public forums and meetings
- Reading cultural books

### OTHER SKILLS

- Experienced with several systems: Windows and Linux.
- Good at development: C++, Oracle, SQL, HTML and Java Scripting, Object Oriented Java and VHDL
- Excellent command over MS office application
- Fully capable of using Internet
- Effectively with other staff colleagues.
- Interpersonal and communication skills
- Able to handle work under pressure.

# CV

## SKILLS HINT

before writing the skills part in your CV , study the job you're applying for well and compare the required skills with the ones you have.

Some of the skills you've to acquire ( check all the below)

- **Administering programs**
- **Analyzing data**
- **Advising people**
- **Budgeting**
- **Calculating numerical data**
- **Collecting money**
- **Conducting experiments**
- **Coordinating events**
- **Dealing with customers**
- **Designing ads**
- **Drawing charts / graphs**
- **Editing**
- **Evaluating programs**
- **Fundraising**
- **Generating ideas**
- **Handling complains**
- **Implementing ideas**
- **Inspecting physical objects**
- **Interpreting languages**
- **Interviewing people**
- **Investigating problems**
- **Making presentations**
- **Mediating between people**
- **Operating equipments**
- **Organizing people / projects / tasks**
- **Persuading others**
- **Planning programs / projects**
- **Problem solving**
- **Programming computers**
- **Promoting events**
- **Public speaking**
- **Recordkeeping**
- **Rehabilitating others**
- **Repairing mechanical devices**
- **Researching**
- **Running meetings**
- **Scheduling**
- **Selling products**
- **Supervising others**
- **Teaching others**
- **Updating files**
- **Using computers**
  - **IBM**
  - **Macintosh**
  - **Mainframes**
  - **Unix**
  - **Others**
- **Using software**
  - **MS word**
  - **MS Excel**
  - **MS Access**
  - **MS front page**
  - **MS publisher**
  - **MS power point**
  - **Spread sheet**
  - **Windows**
  - **Others**
- **Writing articles / reports**

# Action Word List

Effective action words used in a resume to identify skills, and situations of initiative, solving problems, managing situations, and achieving goals.

|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Accomplished | Delivered    | Installed    | Recorded     |
| Achieved     | Derived      | Instigated   | Recruited    |
| Acted        | Demonstrated | Instructed   | Reduced      |
| Adapted      | Designed     | Introduced   | Regulated    |
| Adjusted     | Determined   | Invented     | Reinforced   |
| Administered | Developed    | Investigated | Reorganized  |
| Advised      | Diagnosed    | Kept         | Repaired     |
| Analyzed     | Directed     | Launched     | Resolved     |
| Applied      | Drew up      | Led          | Reviewed     |
| Appraised    | Drilled      | Maintained   | Revised      |
| Approved     | Drove        | Managed      | Scheduled    |
| Arranged     | Edited       | Mediated     | Screened     |
| Assembled    | Eliminated   | Monitored    | Sculpted     |
| Assisted     | Enabled      | Negotiated   | Secured      |
| Balanced     | Enforced     | Notified     | Selected     |
| Billed       | Engaged      | Observed     | Served       |
| Blasted      | Engineered   | Obtained     | Serviced     |
| Bought       | Entertained  | Opened       | Set criteria |
| Bound        | Established  | Operated     | Set up       |
| Briefed      | Evaluated    | Ordered      | Shipped      |
| Built        | Examined     | Organized    | Sold         |
| Cared for    | Exceeded     | Originated   | Solved       |
| Carried out  | Expanded     | Packed       | Solved       |
| Clarified    | Expedited    | Participated | Streamlined  |
| Cleaned      | Facilitated  | Perceived    | Structured   |
| Coached      | Farmed       | Performed    | Summarized   |
| Combined     | Fashioned    | Pioneered    | Supervised   |
| Communicated | Filed        | Planned      | Supported    |
| Compiled     | Forecasted   | Prepared     | Surveyed     |
| Composed     | Formed       | Presented    | Taught       |
| Computed     | Formulated   | Processed    | Teamed with  |
| Conducted    | Gathered     | Produced     | Tested       |
| Constructed  | Generated    | Programmed   | Trained      |
| Contracted   | Guided       | Promoted     | Translated   |
| Controlled   | Headed       | Proposed     | Tuned        |
| Cooked       | Identified   | Provided     | Tutored      |
| Coordinated  | Illustrated  | Publicized   | Typed        |
| Created      | Improved     | Published    | Trimmed      |
| Cultivated   | Improvised   | Punched      | Updated      |
| Cut          |              |              |              |