

CV Template

Definition:

Your Curriculum Vitae (CV) is a summary of the skills and experiences which you possess and its primary goal is to land you an interview with a prospective employer. However, it is of significance because it represents your first point of contact with an employer, and therefore it dictates to him/her who he/she is expecting to meet, and what way they should approach an interview with you.

When do you use a CV

A number of circumstances will require you to submit a CV.

- An ad for a vacancy may request a CV, in this case, a Cover letter will also need to be sent to express your interests in that specific position.
- You may be personally interested in a prospective employer, and choose to send your CV to them without the availability of a vacancy. This will reflect motivation, as well as an informed interest in them, which will allow them to consider your application.
- At times you may expect to fill out an application form that your prospective employer uses as a CV format. This will be their method of finding out the same information which you would normally reveal in your personal CV. Developing a CV ahead of time, gets you prepared for what information you can expect to give in their vacancy application form.

Template:

This is a template designed to give you brief summary on what type of information to include in your CV. Remember though, it is *just* a template.

Note: your CV presentation can vary depending on what you wish to highlight the most. For e.g. some may choose to list their educational background first, followed by their work experience. And vice versa. If you do not have work experience, you can begin your CV with an educational background. If you are an employee in mid-career it will be more relevant to highlight areas of expertise, skills, and professional experience. Also note we have provided several titles for the different components of your CV. They are all widely used and you are free to choose that which expresses what you wish to share about yourself. You should of course only use one title depending on the type of information you will provide.

Your name/address/Contact Details:

Your name, along with your address and contact details should be found at the top of your CV (as a header). Your name should be typed using a clear font style (e.g. Times New Roman or Arial) and in a font size that is slightly bigger than the rest of your CV.

Your contact details should include your home address, telephone number and e-mail address

Career Goal/Career Objective/Personal Profile/Personal Attributes

This section is your chance to promote your skills or express your main career goal. You can choose to do this through a summary of your personal attributes in a list or no longer than

two sentences- these will , reveal your personal style – or you can express your career goal, by describing in one small paragraph your main field of interest along with a summary of your experience in that industry.

Note: If you are a student you can also give a brief profile of your background and what career or position you wish to pursue.

Educational background/Qualifications

Here you would list your acquired educational degree, as well as include starting year and year of completion. You may also wish to include your acquired grade and/or modules/courses you feel may be of significance to mention.

Work Experience/Career History

You would list here your employment history and experience in chronological order. First list your job title, followed by your main roles and responsibilities. You should then continue to provide details of your achievements at this job. This is essential as it would reveal to your prospective employer what you are also capable of achieving for their company/ institution.

Note: if you do not have vast work experience, you can mention voluntary positions you have undertaken in the same format. This will also reflect positively on your resume.

Other Skills/Training

In this section you can mention and elaborate on other skills or trainings you have acquired which may also be useful for the job you are applying to (e.g. Presentation skills, Planning Skills, Computing skills , trainings and other awards etc).

Personal Interests

This section allows you to express your more social and creative side, and list any other activities you are involved in which may shed light on your personality. These can range from club or association memberships to hobbies and leisure pursuits.

Referees/ or References

Referees: It is recommended that you list one or more persons upon which your prospective employer can contact if they wish to find out more about you. These referees should know you well, and should be able to speak highly of you. Make sure you let them know in advance that you will be using their contact details as a reference.

References: these refer to referees as well as any qualifications/certifications and other documents which can be provided upon request. It usually suffices to include the sentence:

References: available upon request.

General tips for your CV:

- Your CV should be no longer than 2 side of A4 paper.
- Your CV should look presentable, attractive and easy to read.
- Review your CV for spelling mistakes and inconsistencies.
- It is recommended you modify your CV to suit a particular job you are applying for (e.g. provide the specific skills required for that job, or list the information according to its relevance and importance to your prospective employer).
- Use bullet points and highlighting
- Your CV should reflect your personality genuinely and honestly.
- Always include a Cover Letter
- Review your CV with a career counselor.

Key words and phrases:

Some key words and/or phrases which help to grab your prospective employer's attention. Use only those which you feel truly describe you and/or your ability to achieve.

Key verb words:

Initiated / Developed / Participated / Achieved / Implemented / Supervised Coordinated / Trained / Analysed / Directed / Managed / Organised / Monitored Established / Expanded

Key attribute words:

Experienced / Proficient / Efficient / Effective / Positive / Capable / Qualified
Specialised / Resourceful / Competent / Versatile / Consistent / Productive Analytical / Creative / Flexible / Reliable / Assertive / Organized / Motivated Enthusiastic / Persuasive

Key Phrases

- Excellent interpersonal skills
- Able to concentrate and pay attention to detail
- Can work well on own initiative
- A good planner
- An excellent communicator
- A team player
- Work well under pressure
- Good eye for detail
- An active listener
- An effective time manager
- An active decision maker
- Able to exercise good judgement

CV Sample 1 – Graduate

Zaid S. Khayyat

Al-Ameer Shaker St, Zarqa'
Amman, Jordan
Tel: +962 6 5527497
Email: zskhayyat@yahoo.com

Personal Profile

An Accountancy graduate who is ambitious and keen to find a position in a well established firm. An excellent communicator, reliable and able to work on own initiative or as part of a team, remaining adaptable and flexible in all situations.

Educational Background

- Oct 2001- 2005** **BA in Accountancy at the University of Jordan**
Subjects Studied: Business studies, Mathematics, Statistics and Geometry, Computer Studies.
- Sep 2000- 2001** **Tawjihi at Al-Farooq Secondary School**
Sciences- Awarded a grade of 87%

Experience:

June 2004 Trained through an internship program at university with Abu Ghazaleh Consulting Group last Summer. I gained a good understanding of what is required of an accountant, and have been exposed to rich experience. My main responsibilities involved assisting in preparing the budget plan for the upcoming year, and preparing financial statements for the Human Resource department.

July –August 2003 Volunteered at Arab Medical Center working as an assistant at the main administration's Accounts department. My main responsibilities was to complete patients forms for check-in and check-out, and assisting in auditing and reviewing patients daily accounts.

Personal Skills:

- Excellent Interpersonal skills
- Reliable and able to work hard under pressure
- A Team Player
- Able to take leadership appropriately

Other skills and workshops:

- Proficient at using Microsoft Office Suite
- Attended a 'Time Management' workshop
- Attended 'Presentation Delivery' workshop and awarded certificate.
- Fluent in spoken and written Arabic, and have good command of the English language.

Personal Interests:

- Practice football once a week.
- Writing is a hobby of mine and I am the youngest member of The Jordanian Writer's Society

CV Sample 2- Mid-Career

Dana Shaheen
 Al-Khatib St, Jebel Amman
 Amman, Jordan
 Tel: +962 6 5527497
 Mobile : 077-7123123
 Email: d.shaheen@gmail.com

Career Goal

A Human Resource specialist with a comprehensive and strategic understanding of Human Resource Management, personnel development and organizational and business change. Seeking to secure a long-term management position in a growing Banking Institution, as a Training and Performance Development Specialist.

Specialized skills

- Effective managerial skills with expertise in human relations and project management
- Extensive background in staff recruitment and retention
- Experienced in Performance Management, Development and Pay and Rewards systems
- Organizational and Strategic Planning
- Contract negotiation and compliance
- Adept at Policy and Procedure Development

Professional experience

Assistant Human Resources Manager, Nuql Group ,2002-present

- Work with department managers in writing and placing job vacancy ads.
- Assist with screening resumes, interviewing candidates, and assisting with hiring new employees.
- Provide clear, effective, timely and constructive feedback to management on interviewing techniques and effective labour relations.
- Conduct new employee orientations and safety training programs, ensuring all necessary forms and documents are completed.
- Set up all necessary personnel files and maintain related records.
- Answer benefit questions for managers and employees, as well as assist with problem solving. Act as a liaison between employees and insurance companies to resolve problems and clarify benefits. Assist with annual benefit renewals, including enrolment procedures.
- Process all salary changes due to merit increases, promotions, bonuses, and pay adjustments. And ensure that all necessary documents are received, information is entered into computer database.
- Develop, extract, maintain and update key human resource metrics and other workforce management data such as turnover, recruitment costs and retirement using HRMS database.

HR Recruitment Supervisor, Arab Bank1996-2002

- Created and maintained personnel and Benefits files and conducted employee orientations and exit interviews.

- Conducted bi-annual review of all Bank's personnel. Established wage incentives and guidelines for pay raises and promotions.
- Assisted in hiring process by coordinating internal and external job postings and reviewing applications and screening.
- Advised managers and employees on the interpretation of personnel policies, compensation and benefit programs and collective agreements.
- Researched and prepared occupational classifications, job descriptions, salary scales and competency appraisal measures and systems.

HR- Personnel Officer, Al-Hikmeh Pharmaceuticals, 1992-1996

- Administered employee relations activities, including employee counselling, EEO/AA, employee recreational activities, policies, and employee orientation.
- Interpreted and evaluated existing policies and programs. Developed and presented recommendations for change.
- Responsible for conducting personnel evaluations, implementing training programs, and establishing wage incentives.
- Implemented, and administered company benefit programs, and employee health, life, disability, Workers' compensation, and savings programs.
- Co-ordinated employee performance and appraisal programs.

HR Associate, Staff Training and Development, Al-Naber Financial Auditors 1989-1992

- Administered employee development, language training and health and safety programs.
- Co-ordinated internal and external training activities.
- Organized and administered staff consultation and grievance procedures.
- Assisted in pre-hiring and recruiting processes.

Education

- Yarmouk University, BA Business Administration, 1988
- University of Jordan, MA in Psychology, 1995
- The Human Resource Certification Institute (HRCI) - **PHR** Certification, Virginia, USA, 2005

References

Available upon request