FIRST NAME **LAST NAME**
Address · Phone
Hyperlinked Email · Hyperlinked LinkedIn Profile

PROFILE
To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EDUCATION
MONTH YEAR
DEGREE TITLE, SCHOOL,
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

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It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

EXPERIENCE
DATES FROM – TO
JOB TITLE, COMPANY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO
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Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

SKILLS
- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths
- List one of your strengths

ADDITIONAL INFORMATION
Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

The Upper Part is the most important and it should only include the following:

1. Personal Information:
   - Name *(It should match your passport name).*
   - Address *(Country, Town).*
   - Contact Number *(Your mobile number with the country code).*
   - Email *(use a professional and complete email and hyperlink it).*
   - LinkedIn Account *(It show how professional you are since you are using a professional network, you must have one. Hyperlink it).*
   - Avoid including your date of birth, nationality, sex and photo unless they are required by the recruiter in the job description.

2. Profile (Can be called Summary or Professional Summary)

   It should attract the recruiter and let him want to know more about you. Be specific and brief; in 3 sentences maximum talk about your years of experience, specialization, industry, strengths and skills that you can offer to the employer. Avoid addressing yourself as a third part.

   For Fresh Graduate, they can detail the following: University, Major, aim, target job, strengths and skills.

For the following parts:
3. Education
4. Experience
5. Skills (3 parts: IT, Language and Competencies).
6. Additional Information

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- Start with your Education, Experience and skills, to end with the Additional information.
- Always start by your Previous Education/Experience.

5. Skills:

- IT Skills (or Computer skills):
  Name of the software related to the job you are applying for, level of proficiency. Ex: MS Office, advanced level.
- Give your language skills its own section.

➢ Use bullet points and conserve a parallel structure.

➢ Don't use abbreviation.

➢ Make it easy to read, well organized; use bold to make things stand out and use same font type throughout, indent 2-3 levels only.

➢ Choose a clear Font type like Calibri, Times New Roman or Arial. For the font size: the body should be between 10 and 12 points, the heading between 14-18 points.

➢ Keep your margins around 2.5 cm, but never less than 1,27 cm.

➢ <u>Each time you apply for a job, tailor all parts of your resume to the mission, vision and position you are applying for by using the same keywords used by the recruiter in the job description.</u>

It will help your application beat the Application Tracking System (ATS) robots.

➢ Use fragments and never use a complete sentence. Each Fragment should start use an <u>action verb</u>.

➢ Use present tense for current positions and past tense for previous positions. And do not use personal pronouns.

6. Additional Information

Awards and Achievements

- Include award title, recognition level and date.
  Types of awards to include on a resume: (Academic or athletic awards, Scholarships, Awards of excellence in voluntary activities, Job related awards, School leadership positions, Employee of the month, etc.)

Conferences and Workshops Attended

- 'Name of the seminar or workshop', Location, Month year.

Certifications

- Name of Certification, name of the certifying agency, date of obtainment, Location, expiration date (if applicable)

Publications

- List each publication as its own bullet point, starting with the most recently published. Choose only the most recent and relevant publications to avoid taking up valuable space on your resume. Style your list. Rather than follow MLA or APA style, you can simply list each work's title, publication name and date.

Volunteering

- Support the Red cross.
- Scout volunteering Community Activities.
- Tutor Students.
- Professional memberships, etc.

➢ Proofreading for spelling, grammar, punctuation, spacing and format is an important indicator of a candidate's attention to detail.

➢ Save and send your Resume as a pdf file to ensure recruiters can open it on any device.

➢ Name it with your name and year of update. Ex: Ibad Al-Rahman 2021.

➢ A Resume should almost never be more than 2 pages long. It is used to get an interview or employment.

➢ A Curriculum Vitae (CV) is more detailed (3-4 pages maximum). It is used to apply for promotion, grants, awards, scholarships, specialist positions, research positions, etc.

📞 01-654088 Ext. 547   📅 Mon. to Sat. 12pm to 4pm   ✉ International.office@ibad.org.lb

Ibad Al-Rahman Association - Lebanon - Beirut - Al Mazraa - Barbour   🌐 www.ibad.org.lb   f ⓘ ▶ in Ibad Al-Rahman Association