

# CAREERGuide

The Magazine of Qatar Career Fair

**BUILD YOUR  
BRAND WITH  
SOCIAL MEDIA!**

**THE PERFECT  
RESUMÉ!**

**5 WAYS TO FIND  
SUCCESS NOW!**

**RELEASE YOUR  
POTENTIAL AND MEET  
QATAR'S NEEDS**

QATAR CAREER FAIR

معرض قطر المهني

مستقبلك بين يديك  
YOUR FUTURE IN YOUR HANDS

Member of Qatar Foundation

# CAREER ADVISOR TRAINING COURSE (CATC)

THE FIRST CUSTOMIZED TRAINING COURSE  
FOR CAREER ADVISORS IN QATAR!

Qatar Career Fair, in  
collaboration with Kuder  
Inc., a world leader in  
career planning services,  
proudly offers this course  
exclusively to Qatar and  
GCC countries.

[www.qatarcareerfair.com.qa](http://www.qatarcareerfair.com.qa)



WELCOME

# SUCCESS IS IN YOUR HANDS



**ABDULLA AL MANSOORI**  
DIRECTOR - QATAR CAREER FAIR

As we move closer to Qatar National Vision 2030, our efforts to ensure we unlock human potential are more important than ever.

Since its inception in 2007, Qatar Career Fair has concentrated on ensuring young Qataris can access the best career guidance as well as opportunities to develop their skills and abilities, in order to fulfil their own ambitions and to meet their country's needs. We have worked closely with key stakeholders and partners, the education system and leading experts in the field on an increasingly extensive range of programs targeting young Qataris as they consider their pathways into higher education and the labor market.

To this end, Qatar Career Fair is very pleased to see the

establishment of the new Ministry of Administrative Development to play a pivotal role in career advancement in Qatar. Among many initiatives under the new department, its online services will boost e-recruitment for the purpose of creating opportunities for Qataris embarking on their careers.

Spreading career awareness and fostering a strong career culture are goals that require concerted effort across a range of stakeholders.

You hold in your hands our latest step in this on-going effort – a guide full of practical help and tips for planning your career, expert advice and a range of stories about successful Qatari professionals. We hope that it motivates and inspires you on your career journey, because success is truly in your hands.



# STANDING OUT FROM THE CROWD

AN EXCELLENT CV IS THE KEY TO MAKING SURE YOU GET NOTICED BY POTENTIAL EMPLOYERS.



19

QCF NEWS

DISCOVERING YOUR ROUTE TO SUCCESS

CHOOSING A CAREER

CREATING A GREAT FIRST IMPRESSION

MAKE AN IMPACT ONLINE

3	THE INTERVIEW	26
	ASK THE EXPERTS	28
9	HOW TO CHOOSE THE	
13	BEST OFFER	30
	GETTING STARTED	32
22	LOOKING TO THE	
24	FUTURE	34



Produced by Qatar Career Fair in collaboration with Qatar Foundation Communication Directorate.



# BUILDING FUTURE LEADERS

Qatar Career Fair (QCF) launches pioneering youth empowerment project

More than 230 high school students from 18 independent schools across the country were selected to take part in a ground-breaking new initiative in 2015, the first QCF Ambassadors Program. Drawing inspiration from QCF's motto, 'Your Future in Your Hands', the program involved participating schools selecting five to six students from Grades 10 and 11 to take part in a diverse range of workshops over two months, following the launch in March. Participants were trained in how to prepare resumés, conduct job interviews and deliver presentations, as well as attending

workshops on life skills, leadership, project management, career development, and entrepreneurship. They were given an insight into Qatar's labor market developments and needs, along with exposure to different work environments. The program also offered access to internship, training and development opportunities, specifically matched to each participant's career ambitions. While the 2015 program was solely for high school students, QCF's next step is to target universities.

The QCF Ambassadors program is one of many year-round initiatives, activities and platforms that Qatar Career Fair is spearheading, lending a hand to Qatari youth and guiding them into smart career choices that will reflect positively on their academic and professional paths." Saad Abdullah Al Kharji, Head of Operations, Qatar Career Fair

# FIRST QATAR CAREER FORUM

Industry experts meet with Qatari parents and youth to discuss the latest thinking in career guidance and forge recommendations

**F**inding better ways to support and guide Qatar's young people as they work towards a successful future was the crucial topic of the inaugural Qatar Career Forum held by Qatar Career Fair (QCF).

More than 150 key career guidance stakeholders in Qatar, including Qatari parents and youth, attended the Forum at the Qatar National Convention Centre in May 2015, sharing their insights into current practices as well as recommending strategies for improving career development programs.

The Forum is part of QCF's continued efforts to assist Qatar Foundation in its mission to support the growth and development of the country by unlocking human potential through a variety of projects and programs,

ultimately equipping young people with the desired skills and motivation for their future careers.

Commenting on the event, Abdulla Al-Mansoori, Director, Qatar Career Fair, said: "As we undergo a massive education boom, appropriate career guidance and placement is required to ensure that youths are pursuing the right career paths, in which they can excel and play a substantial role in Qatar's sustainability."

"We are very optimistic that this Forum will

contribute greatly to establishing a more efficient and effective system for career guidance, thanks to the help of experts and careful planning."

The Forum was attended by policy and decision makers, human development professionals, researchers and career counselors. Participants were divided into four focus groups to represent the education, training and human capital development sectors in Qatar, as well as Qatari parents and students.

**As we undergo a massive education boom, appropriate career guidance and placement is required to ensure that youths are pursuing the right career paths, in which they can excel and play a substantial role in Qatar's sustainability."**

Abdulla Al-Mansoori, Director, Qatar Career Fair



## AT A GLANCE: KEY RECOMMENDATIONS

# 1

Consideration of a national career guidance policy steering committee to:

- Develop nation-wide career guidance policies and programs
- Encourage employers to actively engage in youth career awareness and skills building
- Develop education and skills projections needed in the economy over the next 15 years
- Promote engagement and collaboration between labor market stakeholders

# 2

Consideration of the establishment of nation-wide Career Centers

# 3

The Supreme Education Council and Qatar Career Fair should collaborate to agree a way forward of how to integrate career guidance across all Qatar schools and universities, as well as increase the number of trained career guidance counselors

# 4

Qatar Career Fair should collaborate with key government departments to raise awareness and increase access to career guidance

# 5

The Qatar Career Forum to be held as an annual event

# 6

The Supreme Education Council, in collaboration with Qatar Career Fair and Qatar University, should commission in-depth research to assess career guidance challenges as well as monitor the impact of career advisors and centers on increasing youth skills and career awareness

## WHO TOOK PART?

Four focus groups made up of key stakeholders shared their opinions and contributed to the final recommendations:

### 1 Career Guidance Decision-Makers

Policy-makers and researchers in the public, private and mixed sectors, including school principals, human resources professionals, senior government officials and career/labor market experts

### 2 Career Guidance Practitioners

Career counselors/advisors in educational institutions, career guidance experts, corporate training and development experts

### 3 Qatari Youth and Qatari Parents

The primary and immediate stakeholders of career guidance

### 4 Career Guidance Knowledge Exchange Group

Representatives of national and international career guidance providers, who focused on case studies, challenges and lessons learned

## NEXT STEPS

Forum participants produced an Action Plan, building on the outcomes and recommendations agreed upon, to be shared with relevant stakeholders. Many participants requested that the Forum becomes an annual event to enable onward dialogue, engagement and collaboration on the crucial issue of career guidance – and continue to include Qatari youth and parents.



# CAREER CAMP EXPANDS

**Qatari students given a head start in professional lives**



**Q**atar Career Fair (QCF) has built on the success of its annual summer career camp by introducing a winter camp to cater to Qatari students in Grades 7 to 9.

For the past three years, Qatari high school students in Grades 10 and 11 have been given the opportunity to explore career pathways through a two-week summer camp centred on career guidance and skills development.

In 2015, younger brothers and sisters got the opportunity to boost their career skills for the first time.

Thirty young people in Grades 7 to 9 attended the inaugural winter camp at the Qatar National Convention Centre in January 2015, participating in a week-long program which aimed to provide

them with practical skills and tools to help them choose the academic path that best suits their interests and potential. Participants also went on field-trips to some of the leading institutions in Qatar.

Mrs Aisha Mandi al Tamimi, who registered two of her daughters, said the program had been outstanding in terms of activities and workshops offered.

Older students attending the third Summer Career Camp, held at the Qatar Foundation Recreation Center in August-September, spent two weeks immersed in interactive workshops, site visits and job shadowing, as well as discussing mental and emotional intelligence, goal planning and career development.

**“The career camp provides so many opportunities for students to visit universities and workplaces, such as Qatar Petroleum and Weill Cornell Medicine - Qatar, as well as having different workshops every year.”**

Asma Al Harmi, summer camp participant and volunteer 2013-2015



## QCF HOSTS KEY TRAINING COURSE

Providing advisors with the tools to help young people embark on their careers was the focus of a dynamic five-day training program organized by Qatar Career Fair (QCF).

The Career Advisor Training Course (CATC) was targeted at a wide range of people instrumental in the process of youth career development, including specialist advisors, academic and vocational counselors, human resources professionals and parents.

Held at Education City's Clubhouse in April, the course was introduced to Qatar and the GCC region by QCF and it is

certified by Kuder, a world leader in career planning services. Participants were introduced to knowledge and strategies across a range of areas associated with the career planning and university admissions process, including the role of information technology in career planning and employment research skills.

The instructors were Dr Spencer Niles, Director of the Center for the Study of Career Development and Public Policy at Pennsylvania State University, and Dr Mohammad Abul Ola, General Manager of Integral Training and Development Company.

# QATAR STUDY SHARED WITH GLOBAL AUDIENCE

**T**he steps Qatar is taking to develop career guidance and invest in the future of its young people are highlighted in a pioneering new report produced by Qatar Career Fair (QCF).

The Qatar Country Paper was presented during The International Centre for Career Development and Public Policy (ICCDPP) 2015 Symposium, held in June in the US, an event attended by leading career guidance and development organizations from 85 countries.

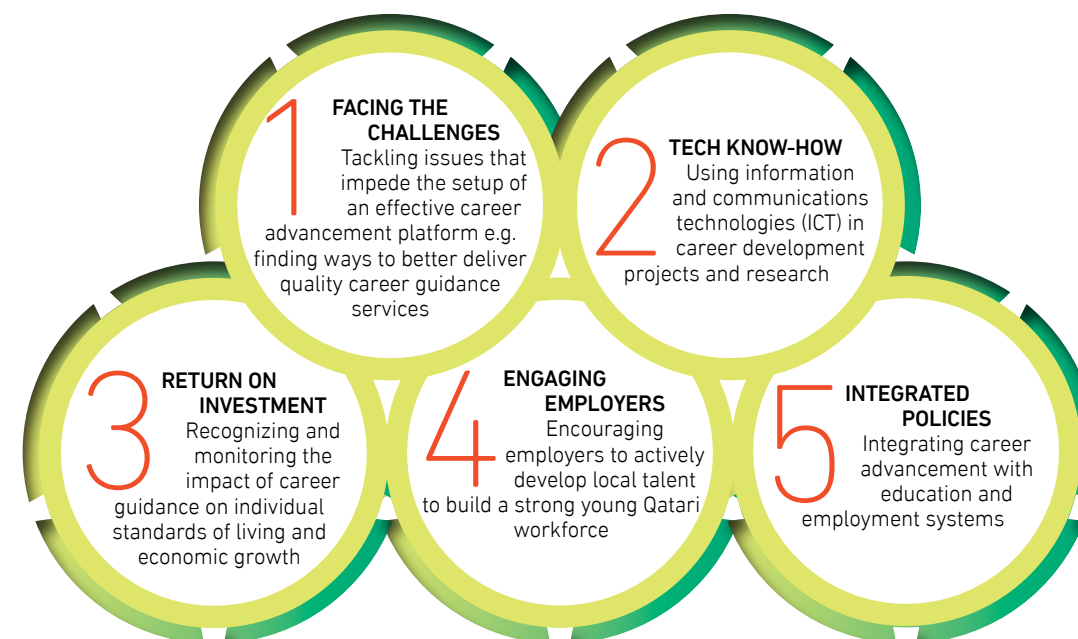
Afraa Al Wadaani, Activities and Volunteerism

Officer, QCF, who represented QCF in the symposium, said participation had opened doors for knowledge exchange. “In turn, this will allow participants to benefit from worldwide case studies, and spread awareness on what the State of Qatar is doing for leading organizations in this field,” she explained.

The Qatar Country Paper showcases Qatar's work in relation to career guidance, with case examples of effective initiatives, policies and programs, providing an anchor point for further policy making.



## THE ICCDPP QATAR COUNTRY PAPER FOCUSED ON FIVE KEY AREAS





COUNSELORS BOOST SKILLS

**50** counselors from public and private schools across Qatar were given an insight into the latest career guidance practices during an innovative workshop held by Qatar Career Fair (QCF) and the US Embassy in Doha.

Hosted by Margo McCoy, a professional counselor with decades of experience in the US and international schools around the globe, the five-day Career Counselors Training Workshop was held in March at Education City's Clubhouse with the assistance of the Supreme Education Council.

Participants received basic to mid-level training in order to more effectively guide Qatari students in career and college planning and the college admissions process, as well as comprehensive, interactive professional development opportunities.

US Ambassador to Qatar Dana Shell Smith said that these kinds of educational initiatives facilitated the robust exchange of ideas and perspectives in Qatar, helping to build the country's human capital to manage rapid growth and modernization.

QCF PROGRAMS

PROGRAM/INITIATIVE	TARGET AUDIENCE
SUMMER CAREER CAMP	Qatari high school students (Grades 10-11)
WINTER CAREER CAMP	Qatari preparatory school students (Grades 7-9)
QCF AMBASSADORS PROGRAM	Qatari high school students and Qatari youth aged 16-26
INTRODUCTORY CAREER ADVISORY COURSE CAREER ADVISOR TRAINING COURSE (CATC)	Career advisors Academic counselors HR practitioners Instructors/coaches Parents
QATAR CAREER FAIR LECTURE SERIES	Career guidance decision and policy makers Qatari parents Student Association representatives
CAREER COUNSELORS TRAINING WORKSHOP	School counselors from public and private schools
QATAR CAREER FORUM	Career guidance decision makers, policy makers and researchers Career guidance practitioners Qatari parents and youth Career guidance stakeholders

UPCOMING EVENTS

QCF HAVE ON OFFER A SELECTION OF WORKSHOPS, CAMPS AND COURSES FOR 2016

Career Development Workshop Series:  
20/1/2016 – 31/5/2016

- Discover Your Dream Career Workshop
- Developing Positive Self-Image Workshop
- Evaluating and Negotiating Job Offers Workshop
- Using Social Media for Career Networking Workshop
- Planning Mid-Career Change Workshop
- Career-Break: Back to Work Workshop

Winter Career Camp 2016  
31/1/2016 - 4/2/2016

School Career Day  
15-16 /2/2016

Introductory Career Advisory Course  
7/3/2016 & 28/4/2016

Career Counselors Training Workshop  
13-17/3/2016

Career Advisor Training Course (CATC)  
2<sup>nd</sup> Batch: 20-24/3/2016  
3<sup>rd</sup> Batch: 15-19/5/2016

DISCOVERING YOUR ROUTE TO SUCCESS

DECIDING YOUR CAREER PATHWAY



Whether you are at high school, university or just starting out in the workplace, making decisions about your career can seem daunting. In Qatar, we are fortunate to have an abundance of educational and professional opportunities – which often makes decisions even more complicated. Here are some of the main steps you need to take in order to develop a successful and enjoyable career.

## AT HIGH SCHOOL

Now is the time to become informed and start assessing your options. Speak to your high school career counselor about pathways that suit your skills and abilities. Take advantage of the many career-related events and programs held in Qatar through organizations such as Qatar Career Fair, Bedaya Center and Ta3mal to learn more about yourself and your potential.

## AT UNIVERSITY

By this stage, you should be a little more aware of your strengths and what kind of professions most appeal to you. Meet with a career counselor at your university to further crystalize your ideas, and also to find out more about demand in the labor market. He or she will be able to recommend

events and networks appropriate to your interests.

Put your hand up for an internship or job shadowing to get a better idea of whether a role is suitable for you, and to further develop skills such as time management and effective communications.

## IN THE WORKPLACE

Once you enter the workplace, career planning involves making sure you keep informed about your industry and the labor market in general, as well as seeking advice from both inside and outside your organization. Regularly assess your goals and make new ones.

Most employers provide opportunities for further development, such as working towards new qualifications, attending training or gaining experience in areas that extend your skills. Never stop learning.

## CONSULT WITH AN EXPERT

Most of us will look to our inner circle of family and friends for guidance

**We highly recommend internships to university students. This is a great opportunity to explore different careers firsthand, and also helps to provide students with essential workplace skills which employers require.”**

Sheikha Alanoud Hamad Al Thani, Qatar Country Operations Manager, Silatech

and support. However, career experts stressed the importance of speaking to independent, impartial career guidance professionals to get a more objective viewpoint and further develop valuable life skills.

“If young people are to make good choices, we have to make sure they have the decision-making skills they need,” says Dr Tajalsir Kardaman, Career Counseling Consultant at Qatar Career Fair. “We need to help them to understand and assess their options, and then see the advantages and disadvantages of each one, so they are able to choose an option that best fits their potential.”

**Career planning does not happen overnight or at a particular point of time – it’s a continuous, life-long process that starts when students are at the very early stages of education and continues until they exit the labor market.”**

Dr Mohammad M Abul Ola, General Manager, Integral Training & Development

# SUCCESSFUL PEOPLE

Embrace change

Talk about ideas

Accept responsibility for their failures

Give others all the credit for their victories

Want others to succeed

Continuously learn

# KEY QUALITIES VALUED BY EMPLOYERS

- Sense of Self-responsibility for Career Development
- Eagerness to Continue Career Development
- Assertiveness
- Creative Problem Solving
- Leadership Skills
- Negotiation Skills
- Stress Management
- Supervision Skills
- Team Work
- Time Management
- Strategic Planning

# UNDERSTANDING YOUR CAREER PERSONALITY

1

## MECHANICALLY MINDED

You love nothing better than taking something apart to see how it works.

Potential career paths: engineering, science, construction

2

## PEOPLE ORIENTATED

You prefer to work in a group and are happiest when you are helping others.

Potential career paths: teaching, nursing, hospitality

3

## CREATIVE

You have a passion for the arts and are constantly firing off new ideas.

Potential career paths: design, art, entrepreneurship

4

## VISIONARY

You want to contribute to society and make a difference with your work.

Potential career paths: medicine, law, science

5

## THE COMMUNICATOR

You love sharing ideas and working with others to make a project happen.

Potential career paths: journalism, public relations, advertising



# LEADERSHIP THROUGH CAREER DECISION MAKING

**LEADERSHIP** is first and foremost a  
**SELF-APPLICABLE** principle

Applying this principle onto yourself  
indicates as a first step **LEADING YOUR  
OWN LIFE** prior to leading others

Leading your own life starts with **TAKING  
THE LEAD** regarding **YOUR FUTURE** in  
general and **YOUR CAREER** specifically

Therefore, and if you are to really become a  
distinguished leader, the big question that you need to  
answer is **HOW DO I DECIDE ON MY CAREER PATH?**

When deciding on a career path I should .....

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# CHOOSING A CAREER



How do you find out what  
a profession is really like?  
The best way is to talk to  
someone already in the  
field. Five professionals  
in Qatar speak about their  
roles, and give valuable  
advice to the youth







**Mohammed Abdulaziz  
Mubarak Al Delaimi**  
Satellite Project Director  
Qatar Satellite Company,  
Es'hailSat

ENGINEERING CAN BE A BROAD AND DIVERSE FIELD TO GO INTO, AS IT OFFERS UP A WIDE RANGE OF SECTORS TO SPECIALIZE IN.

If you have a passionate interest in mathematics, science or even telecommunications, you can apply those skills into a successful engineering career. While math and science are the groundwork for any branch of engineering, there are many routes into becoming a qualified engineer. Your career professional can help you focus on what path you want to

take in order to become an accredited professional. In an ever-changing environment, an engineer never stops learning, and personal development is a by-product of a success career. With so many choices, it's easy to see why engineers are so in demand. A successful career in engineering can open the doors to worldwide placement and unlimited growth opportunities.

"You need to be curious and willing to explore new fields. You should be a team player but also self-driven, motivated and focused. You should believe in yourself and believe that you can achieve your goals. There are also times when you need to get serious and focus on what matters most."



**Dr Budoor Alshmary**  
Pediatrician  
Hamad Medical Hospital

A DESIRE TO HELP OTHER PEOPLE IS THE CORNERSTONE FOR ANYONE WANTING TO BECOME A DOCTOR.

A curious nature, a caring attitude and a love for learning may mean you could be suited for a life as a doctor. If you want to follow a career path in medicine, you should like to help people. That's a given. However, getting into medical school is a very difficult task, and requires a big commitment to studying. Becoming a doctor requires more

training than most other jobs, but similarly to other careers, there is a host of fields you can specialize in. Qualifying as a doctor in any field is only part of the challenge, though, as one should know how to talk to people who are sick or distressed. Doctors should also possess key decision making skills and be able to think on their feet during an emergency.

"Being hard working is the key to success. However, it is also important to be up to date with the latest industry practices. Loving your job and staying patient will see you have a long and successful career. To be professional is a trait that's highly valued in the workforce. It has many attributes, including specialized knowledge, competency, honesty and integrity, respect, accountability, self-regulation and image."





# DESIGN

DO YOU FIND YOURSELF SEEING THINGS DIFFERENTLY TO YOUR FRIENDS? IF YOU HAVE AN APPETITE TO CREATE, AND A STRONG VISUAL SENSE, THEN PERHAPS A CAREER IN CREATIVE DESIGN IS WHERE YOU SHOULD BE.

**Sara A Al Thani**  
Head of Creative Design  
Qatar Foundation's  
Communication Directorate

Knowing software packages is one thing, but having the unique ability to understand how shapes, colors and space fit with each other is something that comes from within. Having the talent to design is not the only trait a potential creative role requires, as you will also need to be able to take criticism of

your work. Remember, every client will have different needs, and more importantly, every person will have different opinions. Understanding your clients' brand and delivering on their briefs will take foresight and patience to forge a successful career in the competitive world of creative design.

"Talent and passion as well as patience for art and observation are the qualities required. A diploma in marketing, design, film or communications is also important. You have to be flexible and most of all a fast learner. Being a well-rounded and adaptable person is key. Do what you love and love what you do. Don't fall into bad routines. Read books, challenge yourself, observe, and travel. To be a successful designer, learn to look at things people need in an innovative and sustainable way. Continually keep working at your skill sets and refreshing your ideas.



# SCIENCE

HAVE A NATURAL CURIOSITY TO ASK QUESTIONS? A BURNING DESIRE TO FIND OUT HOW THINGS WORK? OR PERHAPS YOU JUST NEVER GIVE UP ON A PROBLEM UNTIL YOU FIND A SOLUTION.

**Dr Walid Qoronfleh**  
Director of Biotechnology  
Development  
Qatar Biomedical Research  
Institute (QBRI)

If that sounds like you, then choosing a career as a research scientist could be right up your alley. Most often found in academic surroundings, research scientists typically love gathering knowledge in order to find new solutions to questions that have gone unanswered. But it's not just about new ideas, as scientists commit themselves to finding alternative

solutions to medicinal or chemical procedures in order to make them easier and safer. While science is about discovering new things, it also involves the constant search to improve our current way of life. Passionate and dedicated students should have analytical skills and show attention to detail if they are to make a successful career as a research scientist.

"To be a successful scientist, one must have perseverance, as science can be a lengthy process. Open mindedness and self-confidence are also key. Get your scientific degree and major in one of the known disciplines – chemistry, biology or so forth – and then after one has obtained a Bachelor degree, they can start specialization on the graduate level. It sounds like a cliché, but it is very important to choose a field that you really enjoy and are passionate about. Look for a good mentor as well."





MORE THAN JUST A WAY TO SHARE WHAT YOU HAD FOR BREAKFAST, SOCIAL MEDIA HAS EVOLVED INTO THE MOST VISIBLE PLATFORM FOR NEWS AND CONTENT.

**F**rom breaking news to brand awareness, channels such as Google, Facebook, Twitter and Instagram have become go-to mediums for millions upon millions of online users.

Social media has given rise to a multitude of career opportunities, offering instant gratification to those who can stand out in a crowded online world. Ranging from career paths such as online

strategist to social media/community management or even social media marketing, choosing a career in the online world of today is as challenging as it is rewarding. Creating a voice that results in a loyal following is a huge advantage that comes with a great responsibility.

If you have a love for content and communication, then a career in social media might just be the career path for you.

**Mohammed Al Muhanadi**  
Chief Executive Officer  
Social Media Solutions

"First of all, seek the help of career professionals to design your own personal strategy. Other people will try to push you into things, so make sure you have a vision for yourself. Put in place practical plans to get there, step by step.

Study a course in communications, media, digital journalism or similar. Northwestern University in Qatar and Qatar University offer these kinds of courses, as well as other types of training and certification. You also have to be very active on social media, so people are always referring to your channels."

# STANDING OUT FROM THE CROWD

**AN EXCELLENT CV IS THE KEY TO MAKING SURE YOU GET NOTICED BY POTENTIAL EMPLOYERS.**

**M**aking a good first impression is vital to securing your dream career. For this reason, the CV, or resumé, is one of the most important documents you will ever write. Recruiters take an average of just six seconds to scan a CV and decide whether a candidate may be right for a position, according to a research by online career service TheLadders, so it's crucial to ensure you promote yourself as well as you possibly can.





**KEEP IT SIMPLE**

Make your CV as easy to read as possible – you don't need to show off with flowery, complicated language. Key tips:

- It should be no shorter than a page and no longer than three pages.
- Use an easy to read design and type font (there are plenty of templates online).
- Make sure there are no spelling or grammatical mistakes.

**CUSTOMIZE IT**

While you should have one master version, your CV can be altered for each application to emphasize key points of interest to a specific employer. Tailor it to suit different positions and organizations. For example, if you

know that a company places great importance on community participation, make sure your volunteer work is well highlighted.

If you speak Arabic and English, have a version of your CV prepared in both languages. Ask the employer which version they would prefer to receive.

**CAREER STAGE MATTERS**

The stage you are at in your career will determine the structure of your CV. If you have just finished high school or are at university, then list your educational achievements more prominently and in more detail. Young people already in the workplace should concentrate on their professional achievements – only include your GPA if it was exceptional.

Even if you have not had a lot of employment experience, make sure to strongly emphasize the skills you do have. For example, if you juggled tasks such as answering phones and making appointments for others while interning, this is a demonstration of your ability to prioritize and manage your time.

Remember to include any extracurricular activities, such as volunteering, sports and membership of student groups, which highlight your achievements. If you volunteered for a charity committee, you may have picked up skills in book-keeping and publicity, while playing basketball shows you are comfortable working in a team.

**DO**

- Keep sentences short and informative
- Use points rather than paragraphs
- Check spelling and grammar
- Make sure it is easy

to read and simply designed

- Keep formatting consistent
- Ensure all work experience mentioned is relevant to the position
- Write your own resumé – nobody else is as qualified!
- Ask a family member or friend to do a final check

**DON'T**

- Include too much text
- Use an unprofessional email address
- Mention salary (either current or desired)
- Mention family issues

- or political views
- Write in the first person i.e. using 'I', 'me' or 'my'
- Explain why you left a previous position
- Include time off (unless there's a good reason for it)
- Include references – an employer will ask you if they want to speak to your references

For my CV I should always remember to .....

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**PERSONAL INFORMATION**

Your name, address, contact numbers and email address.



**KHALID ALI**

PO BOX 1234 DOHA, QATAR

Phone: (+974) 3361-4444

aliprofessional@gmail.com

**SUMMARY**

A recent journalism graduate from Northwestern University in Qatar, Khalid has keen to develop his skills further through a role with a Qatar-based media company. He is an experienced writer and sub-editor, and is currently a regular contributor to The Qatar Mail.

**WORK EXPERIENCE**

Contributor

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Mar 2015- present The Qatar Mail, Doha, Qatar

- Submission of a column once a week about youth issues for online and print
- Sub-editing and commissioning stories
- Won 'story of the year' award for 2014 for a feature on Qatar celebrations

Nov 2013 – Mar 2015 The Student Bugle

- Contributing articles on student news and events to The Bugle student newsletter
- Sub-editing and commissioning stories
- Won 'story of the year' award for 2014 for a feature on Qatar celebrations

2012-2015

Northwestern University in Qatar, Doha

Bachelor of Science, Journalism

- The course covered new media, writing, editing, multimedia journalism.
- Attended a 10-week internship in 2015 at the online section of The Qatar Mail, which led to a position as a regular contributor.

2008-2014

Qatar Academy, Doha

Jul-Aug 2014

Four week short course in photography, Virginia Commonwealth University in Qatar

May 2013

Eight week short course in making with Doha Film Institute

Current driver's license

Available on request

**REFERENCES****SUMMARY**

A two to three line introduction, highlighting your key skills, experience and ambitions.

**EDUCATION**

List each stage of education you have completed, starting from the most recent. Include the name of the school, college or university, enrollment dates, qualification achieved, and the name of courses or subjects taken.

**REFERENCES**

Include a short note stating that employers can contact you for references e.g. 'references available upon request'.

## HOW TO INCLUDE REFERENCES

Choose two to four people (not family members) from among your colleagues, university tutors or teachers who can offer a personal recommendation. Make sure these people are aware they may be contacted. Keep their names and contact details on a separate document, ready to supply to an employer when needed.



# CREATING A GREAT FIRST IMPRESSION

Make sure your letter gets noticed.

**A** cover letter is a single page document which should be included in every job application. While your CV will provide the details of your experience and skills, the cover letter gives employers a better understanding of why you are applying for the position and how you will fit within their organization.

## RESEARCH MATTERS!

The most important part of writing a cover letter happens before you even put pen to paper. Make sure you fully understand the job description and go online to find out as much about the company you are

applying to as possible. This will demonstrate you have a genuine interest in the role and will also help you to answer questions if you get to the interview stage.

## MAKE IT PROFESSIONAL

Ensure the tone and language are business-like. For the initial greeting, use 'Dear Mr Black' or 'Dear Ms Smith' for Western names, and 'Dear Mr Mohamed' or 'Dear Ms Ayesha' for Arab names (While it is the Arab custom to use the first name in this context, Westerners typically use family names). If you do not know the recruiter's name, start with 'Dear Sir or Madam'.



**A cover letter should be precise and directly to the point, but at the same time reflect your deep interest in the role, as well as how your skills match the position.**

**A cover letter written to address these points will really distinguish you from others."** Dr Tajalsir Kardaman, Qatar Career Fair Career Counseling Consultant

## EMAILING TIPS

When emailing your application, use the cover letter in the main body of the email and add your CV as an attachment.

Make sure your email doesn't get lost in the system by putting key terms in the subject line e.g. APPLICATION FOR ENGINEERING ROLE.

# Top Tips for Writing a Cover Letter

- 1 BE BRIEF**  
Three to four short, punchy paragraphs should be enough. The employer can find further information in your CV.
- 2 PRESENT WELL**  
Use the same font and style as your resumé for consistency. Language should be simple but professional.
- 3 RESEARCH THE COMPANY**  
Demonstrate some knowledge of the organization and explain why you want to work for them.
- 4 RE-READ THE DESCRIPTION**  
Make sure you know exactly what the employer is looking for. Show this by using key words from the job description in your letter.
- 5 HIGHLIGHT RELEVANT EXPERIENCE AND SKILLS**  
Refer to one or two points from the description. e.g. "As a graphic design graduate, I have experience of several software design programs commonly used in publishing".
- 6 REVIEW YOUR LETTER**  
Check for spelling errors, grammatical mistakes and typos. Ask a teacher, university tutor or family member to proof read it.



## A WINNING RESUMÉ

**SHOWCASE YOUR CV WRITING SKILLS AND STAND A CHANCE TO WIN A PRIZE FOR SUBMITTING YOUR TEMPLATE.**

Send your entries to [Cvs@qf.org.qa](mailto:Cvs@qf.org.qa)





# MAKE AN IMPACT ONLINE



PERSONAL BRANDING HAS BECOME INCREASINGLY IMPORTANT AS SOCIAL MEDIA NETWORKS CONTINUE TO EXPAND. SIMPLY PUT, YOUR PERSONAL BRAND IS ALL ABOUT YOUR REPUTATION AND ESPECIALLY HOW OTHER PEOPLE SEE YOU ONLINE. WHEN YOU SEND A RECRUITER YOUR CV, ONE OF THE FIRST THINGS THEY WILL DO IS AN ONLINE SEARCH TO FIND OUT A LITTLE MORE INFORMATION ABOUT YOU. SO HOW DO YOU MAKE SURE YOU ARE REPRESENTING YOURSELF AS WELL AS YOU CAN?

## ASSESS YOUR IMAGE

Consider what messages you are sending out and what they reflect. Google yourself. Have a look at your presence on not just work-related platforms like LinkedIn, but across all public social media, such as Facebook and Instagram. Do you come across as a positive person? Are your interests represented? For example, if you want a career in science, are you a member of related groups?

## BE CONSISTENT

It is important to make sure that your profiles across various platforms match up. Write one short, snappy biography and adapt it, rather than having different bios on different sites.

## BE ACTIVE

You don't have to be present on every new network. However, if you are online, be active – check in regularly to develop your network, join groups, and share content.

## AVOID OVERSHARING

Oversharing is one of the most damaging ways to harm your brand online. If the news is something just you and your closest friends need to know, share only in a closed platform like WhatsApp or Snapchat.

**When you share, you think you are sharing with your friends, but you are sharing with everybody – so make sure that what you publish is what you want people to see."**

Mohammed Al Muhanadi,  
Chief Executive Officer,  
Social Media Solutions

Consider your  
social media from a  
recruiter's point of  
view

Don't  
overshare

Use keywords in  
bios and hashtags

Follow leaders in  
your field

Support other  
people by sharing  
relevant content

## SOCIAL MEDIA BRANDING TIPS

If you are online,  
be active

Join professional  
groups

Use good quality  
photos, blogs and  
videos

Build a consistent  
profile

Be positive  
in your  
messages





# ASK THE

## WHAT ARE THE MOST IMPORTANT POINTS TO REMEMBER DURING AN INTERVIEW?

**SHEIKHA ALANOUD  
HAMAD AL THANI**  
QATAR COUNTRY  
OPERATIONS MANAGER,  
SILATECH



**ADAM A AL SAADI**  
DIRECTOR OF CAREER  
DEVELOPMENT CENTER,  
HAMAD BIN KHALIFA  
UNIVERSITY STUDENT AFFAIRS



**T**horoughly research the company and be familiar with key points such as the company profile, products and services, and the role itself. Be prepared to discuss every aspect of your experience (including previous employment, internships, volunteer experiences and community engagement).

One of the keys to a successful interview is for candidates to do their homework.

Candidates must show us that they have taken the time to understand what we do and the role they are interviewing for. They must be able to reflect on how their specific experiences and strengths can help us achieve our goals.

**T**o be self-confident and able to leave an impression about who you are, rather than just what qualifications you have. Do not attend the interview with high expectations and be ready for the worst-case scenario.

It impresses me most when a person is fully

prepared, both in terms of their appearance and knowledge, as well as when they ask questions for clarification or to acquire more information.

The right attitude is most important, plus the ability to learn and basic communication skills. I used to say: "Hire for attitude, train for skills".

# EXPERTS

## WHAT IMPRESSES YOU MOST WHEN INTERVIEWING A CANDIDATE?

**DR TAJALSIR  
KARDAMAN**  
CAREER COUNSELING  
CONSULTANT, QATAR  
CAREER FAIR



**DR AZIZA AL SAADI**  
DIRECTOR OF EDUCATION  
AND TRAINING SECTOR  
STRATEGY OFFICE, SUPREME  
EDUCATION COUNCIL



**T**he interview is a two-way process of communication. You have to impress people by what you say and how you say it, but it is also an opportunity to get further information about the company, based on what you have already read and researched, so don't be frightened to ask questions!

The best impressions are made when you have

an understanding of the job description, the organization as a whole, as well as the interview protocol. Dress to impress, as people say, but also to convey your personality, and demonstrate good verbal communications skills. The interview is about your personality, how you behave, how you perceive things, how you discuss things and how you make an impact.

**T**o make a good impression, you need to understand the requirements of the role, express enthusiasm and to be able to market yourself by talking about your talents, skills and accomplishments. When a person is focused and to the point, their responses to my questions demonstrate

his or her knowledge and experience, and impress when they possess a positive personality in terms of getting along with others. The most important qualities in new employees is a passion for their work, energy, adaptability, the ability to be a team player, open-mindedness and willingness to learn.



- Show that you have done your research and have an understanding of the company
- Ask relevant questions
- Pick one good story that wows
- Sit up straight – good posture is important
- Listen carefully
- Be concise in your answers
- Exude quiet confidence but stay away from bragging
- Wear the appropriate attire e.g. smart office wear
- Be aware of the time, but don't keep glancing at your watch
- Turn your phone off or keep it silent
- Show passion
- Smile often
- Show you are human – nobody wants to employ a robot
- Follow up with a memorable email

**But most of all...**

**• Be yourself!**



- Be unprepared or under-prepared
- Be late – aim to arrive 5-10 minutes early
- Arrive empty-handed – bring your CV and other credentials with you
- Be impolite to the receptionist
- Appear uninterested or de-motivated
- Panic while waiting
- Barge into a room without asking permission or knocking
- Be obviously nervous
- Gaze around the room while answering
- Talk about irrelevant job skills
- Brag about your achievements or sound over-confident
- Share unnecessary information
- Display negative body language, e.g. folded arms
- Criticize your current employer
- Ask a lot of questions about hours and annual leave – save these questions for after you have received the company's final offer



# HOW TO CHOOSE THE BEST OFFER

IT'S THE MOMENT YOU HAVE BEEN WAITING FOR – YOU HAVE RECEIVED AN EMPLOYMENT OFFER, OR PERHAPS SEVERAL. HOW DO YOU KNOW WHICH ONE IS RIGHT FOR YOU?



MOHAMMED AL KAABI  
HUMAN RESOURCES  
MANAGER, QATAR GAS  
TRANSPORT COMPANY



DR MOHAMMAD ABUL OLA  
GENERAL MANAGER OF  
INTEGRAL TRAINING &  
DEVELOPMENT

### MARKET FACTORS

Salary will depend on factors such as demand for employees in the field, the industry sector and what grades you achieved at university.

"It is expected that people do their homework before even going to an interview or receiving an offer," says Dr Mohammad M Abul Ola, General Manager of Integral Training & Development. "Do your research and talk to people – your colleagues, your parents, your elder brothers and sisters."

Mohammed Al Kaabi, Human Resources Manager for Qatar Gas Transport Company (Nakilat), says graduates commonly made the mistake of comparing salaries for different positions. "One graduate will say he was able to get a certain amount, while his colleague gets a higher amount, but maybe his colleague went to an entirely different sector," Al Kaabi says. As well as speaking to people in your industry, he advises graduates to research salaries and market conditions on sites such as [www.gulftalent.com](http://www.gulftalent.com) and [www.haygroup.com](http://www.haygroup.com)

### THE WHOLE PACKAGE

In Qatar, employers typically offer a basic salary with associated benefits, such as medical insurance, housing allowance and transport allowance. On top of the mandatory pension fund or end-of-service benefits, employers may offer end-of-year bonuses and various other perks. It is up to the potential employee to weigh up all the elements to decide which package suits them best.

### QUALITY MATTERS

Beyond salary, it is even more important to make sure the organization is the right fit for you, Al Kaabi stresses. "There are two people you have to evaluate in any organization – the first person is the CEO, as they set the whole culture, and the second is the line manager, because he will be responsible for your development," he explains.



**Beyond salary, it is even more important to make sure the organization is the right fit for you."**  
Mohammed Al Kaabi

### BE IN DEMAND

If you want the pick of roles and a strong negotiating position, aim for a career in an area expected to be in demand for many years to come. "There continues to be an increasing need for engineers, especially within the oil and gas industry and the transportation industry, and unfortunately there is a declining number of graduates," Dr Mohammad Abul Ola, General Manager of Integral Training & Development says. "There is also a high requirement for physicians and all across the banking and finance sector".

## WHAT MAKES UP A SALARY PACKAGE?



When considering a job offer, I should always look for .....

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# GETTING STARTED

## WHERE TO BEGIN YOUR CAREER SEARCH

SO, YOU ARE AT THE STAGE WHERE YOUR CV IS READY AND YOU ARE KEEN TO EXPLORE CAREER OPPORTUNITIES. HERE ARE SOME OF THE BEST WAYS TO FOCUS YOUR EFFORTS.

### JOB PORTALS

The internet is brimming with employment sites that can give you a better idea of what is available in the market. Many job portals will require you to input information from your CV in a specific format. It's time consuming, but usually once your details are uploaded, they will be registered until you delete them. Beware of any sites that request a payment for an interview or similar.

#### \* USEFUL LINKS:

[www.bayt.com](http://www.bayt.com)  
[www.gulftalent.com](http://www.gulftalent.com)  
[www.indeed.com](http://www.indeed.com)

### CORPORATE WEBSITES

Start off with a general search in your area of expertise, as well as exploring the sites of leading employers you would like to work for. A regular check of corporate websites in your field will keep you up to date with company news, which could come in handy during an interview, and many have a section detailing the latest vacancies.

### SOCIAL MEDIA PLATFORMS

Professional networking sites such as LinkedIn have become an important way for recruiters to find suitable employees, so use this to your advantage. However, always keep in mind that a professional social media platform is a very different medium than one for personal use. Use a professional sounding email address and be aware that whatever you post could be viewed by an employer. If your social media accounts are linked, consider that employers could also be checking out your posts to Facebook, Twitter or Instagram.

#### \* USEFUL LINKS:

[www.linkedin.com](http://www.linkedin.com)  
[www.monster.com](http://www.monster.com)

### WORD OF MOUTH

Networking is the most traditional way of finding a new position, and still the most effective. Talk to family members, friends, university tutors and people already in the kind of role you are aspiring to. Do not be too pushy, but it doesn't hurt to get the word out.

### CAREER-RELATED EVENTS

There are many events held in Qatar where you can find out more information about careers, study paths or training programs:

- For middle and high school students, Qatar Career Fair holds annual career camps which provide the opportunity to visit leading workplaces in Doha as well as attend a variety of workshops to boost skills.
- The Discover Education City event caters for high school students, recent graduates and professionals, providing an insight into courses from undergraduate to PhD level offered across Education City's nine universities.
- Recruitment days are held by several of Doha's big employers. For example, the Hamad Medical Corporation Career Fair offers parents and students the chance to engage with HMC staff across a range of specialties.

#### \* USEFUL LINKS:

[www.qatarcareerfair.com.qa](http://www.qatarcareerfair.com.qa)  
[www.hbku.edu.qa](http://www.hbku.edu.qa)  
[www.healthcarejobs.hamad.qa](http://www.healthcarejobs.hamad.qa)

### MEDIA ADVERTS

Vacancies are usually advertised across a variety of mediums – in newspapers, other print publications and online. Check classified sections across several sources on a regular basis, so you are up to date with the latest offerings.

### NETWORKING AND SOCIAL GROUPS

While online networking has become the norm, getting together with like-minded people for a real life chat can substantially boost your chances of hearing about suitable positions. High schools and universities typically have plenty of groups catering to the athletic, bookish, creative, and socially minded – try searching the online bulletin board. The Qatar Career Club, an initiative of Qatar Career Fair, provides another avenue to connect with other young people and find out about events that could help your career. There are also networking groups such as AIESEC, an international organization that helps students develop leadership skills and pursue overseas internships, and the Qatar Professional Women's Network, an informal networking group for Qatari and expatriate professional women.

#### \* USEFUL LINKS:

[www.aiesec.org](http://www.aiesec.org)  
[www.qpwn.org](http://www.qpwn.org)



# LOOKING TO THE FUTURE

**MALAK A M AL HAJRI, DIRECTOR OF THE MANPOWER DEPARTMENT AT THE MINISTRY OF LABOUR & SOCIAL AFFAIRS, EXPLAINS HOW QATAR IS PREPARING ITS NATIONAL WORKFORCE**

**E**nsuring Qatar's young people are given the resources and support they need to become successful contributors to the country's development is a task that requires a long-term, multi-pronged approach.

At the center of this effort is the Manpower Department of the Ministry of Labour & Social Affairs, a Government Ministry which holds terms of reference for planning the use of national employment, rehabilitation and recording of Qatari job seekers, as well as providing vocational guidance and counseling.

Malak A M Al Hajri, Director of the Manpower Department, explains that the Ministry is working in numerous ways to both assist nationals on their career pathways and better fill the requirements of the labor market. "For example, in order to improve the compatibility between education and the needs of the labor market, the Ministry has been implementing a project to educate and guide high school students to priority areas that are commensurate with students' capabilities, tendencies and wishes," Al Hajri says.

The Director says, while private employers are keen to see a higher level of skills and motivation among new entrants to the labor market, one of the key challenges is a lack of technical education and vocational training opportunities. Other reasons why Qatari involvement in the private

market is not as high as desired include the number of job seekers who do not want to work in a mixed business environment; conflict between work and family life; varying salaries; and the lack of capability among less educated job seekers, especially in the areas of English and computer skills.

"The Government has taken multiple measures to minimize and mitigate these challenges, including initiatives undertaken as part of the 2016-2020 Five Year Plan for the recruitment of Qataris in the private sector and analysis of the current situation, as well as the future of Qatari employment," Al Hajri says.

"Scholarship programs have been developed between the Ministry and the private sector, as well as short term and summer training. The Ministry has also implemented a training program in conjunction with the College of the North Atlantic.

"We are working with the private sector to develop a professional open day and an online recruitment platform, as well as to regulate employment for job seekers registered with the Ministry, and to generate more job opportunities."

**I would advise students to think carefully about their choice of specialization, because this is what determines if an employee will become a master in their field in the future."**

