

Resumé Writing Tips



عضو في مؤسسة قطر
Member of Qatar Foundation

Oftentimes when submitting a resume for university or employment applications, it will arrive with many others. So how do you ensure yours stands out? Read below for helpful tips to write a successful resume.

Format

- Format your experience from most recent to least recent.
- Use a professional font, such as Arial or Calibri in no larger than size 12.
- Keep the length to a maximum of 2 pages.
- Use bold, underline, or italics to draw the reader's attention to key points.
- Avoid gimmicks such as bright colors and graphics which will only distract the reader.



Content

- Contact details:
 - your name
 - phone number
 - professional email address
 - nationality
 - resident's permit/visa status
- Career profile or objective
- Education
- Experience:
 - part-time jobs
 - internships
 - volunteer roles
 - leadership experiences
 - projects
 - research
- Memberships, publications, etc.
- Skills
- Extra-Curricular:
 - student clubs
 - professional associations



Tips

- Tailor your resume for every application to align with the role you are applying for.
- Use strong action verbs in past tense unless you are currently in that role.
- Avoid using personal pronouns such as "I" or "my".
- Include specific achievements.



Sample Resumé



CONTACT

+974 5555 5555
aahmed@gmail.com
The Pearl, Doha
Nationality: Qatari

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SKILLS

Languages:
Arabic and English

Technical:
Adobe Photoshop
Adobe Creative Suite

1

PROFILE

A primary education teacher with 2 years of proven experience in the classroom. Demonstrated ability with lesson planning and classroom management. Fluent in written and spoken Arabic and English.

2

EDUCATION

June 2021 | Doha, Qatar

Bachelor of Arts in Primary Education
Qatar University

3

EXPERIENCE

January 2021 – Current | Doha, Qatar

Student Teacher – Al Maha Academy for Girls

- Plan and deliver engaging lessons for 30 1st grade students.
- Create unique supplemental activities for students requiring additional support.

October 2020 – December 2020 | Doha, Qatar

Music Assistant – American School of Doha

- Organized music rehearsals for 30 middle-school students.

September – December 2020 | Doha, Qatar

Volunteer Teacher Aid – Compass International School

- Co-taught 1st and 2nd grade reading along with primary teacher.
- Facilitated skill development through creative activities.

Achievement: Increased student reading scores by 15% through implementation of a book club program.

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Aisha Ahmed

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Include any additional skills that are relevant to the role you are applying for.

Use a professional e-mail address that includes your name.

Include a footer with your name and page number.

Use strong action verbs to quickly convey your role. Ensure you use the appropriate verb tense.

Include your education at the top of your resume.