

HOW TO BUILD A STRONG CV?

CV TEMPLATE



PERSONAL INFORMATION

Fullname:

Email:

Phone number:

Nationality:



OBJECTIVE

The best resume objective is one that is short and clearly outlines your career direction. It should be specific position you as someone who fits what the employer is looking for exactly
What kind of role are you looking for? What are your key skills? Previous experience in summary.

Example: *I am a good worker and always on time. I am comfortable around people and work well with others. I take pride in my work and like learning new things. Interested in obtaining a position to utilize my abilities, experience and skills in customer service.*



WORK EXPERIENCE

Name of the Company

Job Title

From: Month / Year – Month/ Year

From: March/2016 – September/2018

Example: *Customer Service Administrator*

Responsibilities:

- Task 1

• **Example:** *Provide assistance and support to customers*

- Task 2

- Task 3

Name of the Company

Job Title

From: Month / Year – Month/ Year

Responsibilities:

- Task 1

- Task 2

- Task 3



EDUCATION

Name of the University, Country

Name of the degree

From: Month / Year – Month/ Year

Name of the School/College/ University, Country

Name of the degree

From: Month / Year – Month/ Year

Example: *Al Mawakeb High School, Dubai, UAE
High School Diploma (Honours)*

From: September 2007- June 2011



SKILLS

Languages:

- Language 1
- Language 2

Example: *Fluent speaking, writing and reading English & Arabic*

Skills:

- Skill 1
- Skill 2

Example: *Team player, Good communication skills, Attention to detail, Very dependable, Microsoft office, Fast learner, undertaking instructions*



GENERAL INFORMATION

Professional Certifications:

- *Name of the certification, Year obtained*

Example: *CIPD Level 3, 2018*



Disability (Optional):

Example: *Cognitive, Physical, Hearing and Visual*



Hobbies:

- **Example:**

 *Tennis*

 *Football*

 *Painting*

 *Reading*

 *Travelling*



CAREERS NETWORK

We at Emirates NBD strongly advocate to support and promote inclusion of People with disabilities (PwD) in our community through the bank's social commitment platform - #TogetherLimitless.

Making our branches accessible whilst hiring People with Disabilities are our key drivers to achieving financial and social inclusion.

Emirates NBD launched the Careers Network Programme in partnership with the Community Development Authority and Manzil. The programme aims to enhance the inclusion of People of Determination in the workplace.



For further information about the Careers Network, please visit our Website

<https://www.emiratesnbd.com/en/corporate-social-responsibility/careers-network/>