



KNOWLEDGE IS A NATURAL
RIGHT FOR EVERY HUMAN BEING

المعرفة حق طبيعي لكل إنسان

HOW TO WRITE A CURRICULUM VITAE

Your resume should consist of the following parts:

1. Name and address
2. Objective
3. Education Qualifications
4. Professional experience
5. Other activities / Training / Qualifications
6. Awards and achievements / Honors
7. Languages
8. References

1. Name and Address

Full name, current address, and full telephone number. You may also include your fax number and email.

2. Career Objective

You should be specific about the position you are applying to. For example: Postgraduate residency position in Internal Medicine.

3. Education Qualifications

Begin with the most **recent** school and work backwards.
List degrees, diplomas, and schools attended **beyond** high school.

4. Professional Experience

Once again list the most **recent** position first. List each significant position that you have held. When listing jobs include:

- Name of employer or institution (city and state)
- Dates of employment (month and year)
- Position
- A brief description of specific duties and your contributions

When listing experience, arrange the information in the order that creates the most favorable impression of your experience.

5. Other activities

List memberships in teams and organizations; offices held; recognition for outstanding performance and any other activities you deem relevant to your objective (volunteer work etc.).

6. Awards and achievements

List awards, honors, prizes and accomplishments you received in the course of your education or employment. Indicate the date and institution or organization that awarded the prize or honor.

7. Languages

List the languages you speak and write and specify if necessary your level of fluency.

8. References

You can either indicate the name, position, institution, telephone and fax number of your references or simply note that «references are available on request».

Please accept our best wishes for success in your program of study.

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