



CURRICULUM VITAE



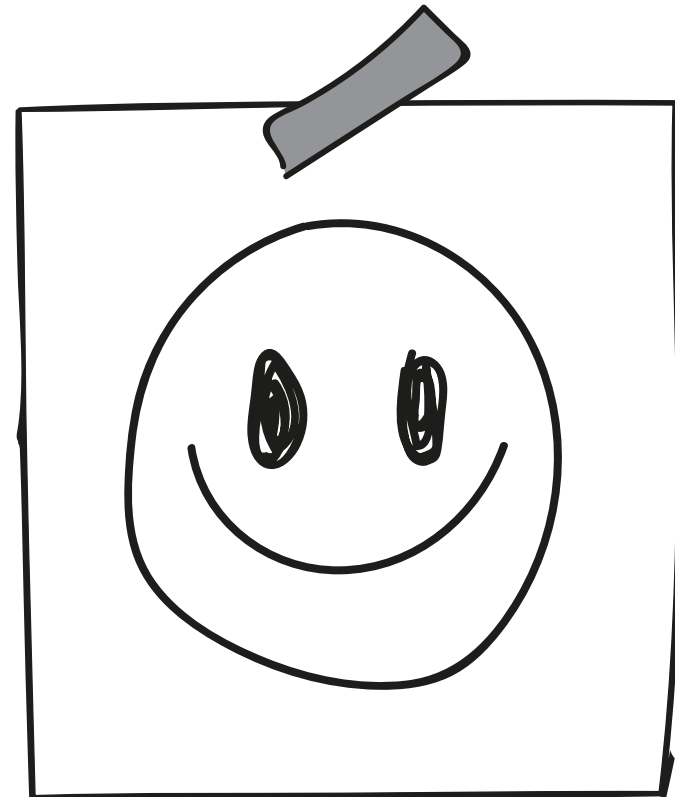
Your MINI CV GUIDE for Online Job Applications

HOW TO PUT A FACE ON A PIECE OF PAPER!

Applying to jobs through online recruitment websites such as Akhtaboot or even by email can be a very competitive process as you are actually one of the hundreds - or even thousands - of candidates who are looking to land the same position.

It is your CV that will put you ahead of other candidates and get you to the interview. That's why you should never underestimate the importance of giving your CV some TLC - specifically when you're applying to jobs online.

One thing is for sure: Hiring managers DO NOT go through all CVs one by one; they filter them out based on certain requirements and keywords. If you're reading and feeling overwhelmed by the fact that you are still looking for a job, it's time you changed your CV game.



“ The closest to perfection a person ever comes to is when he fills out a job application ”

- Stanley J. Randall

COMMON CV MISTAKES THAT TURN OFF EMPLOYERS

You're Only Perfect Twice: At Birth and on Your CV!

A CV is a marketing tool with one specific purpose: to get an interview. If it doesn't accomplish this objective, your CV is useless. Here are a number of common CV formatting mistakes that can turn off employers:

Mistake 1

INCLUDING ANYTHING AND EVERYTHING IN YOUR CV

As a general rule of thumb, if you are under 30 years old, your CV should be 1-2 pages long. Hiring managers don't prefer long CVs with bulky, incoherent paragraphs that have nothing to do with the vacancy. Remember that your CV is a snapshot of who you are, so try to keep it as brief and informative as possible without including anything and everything.

What to do about this?

- Be straight to the point.
- Proofread spelling or grammar mistakes.
- Avoid big blocks of text.
- Use bullet points.
- Include all the important keywords.

Mistake 2

BADLY FORMATTED CVS

The way you format your CV reveals a great deal about your accuracy and attention to detail. No matter how experienced you might be, improper use of Spacing and Font Size is one of the top factors that can contribute to your CV being disregarded when applying online.

What to do about this?

- Leave consistent and proper spacing between every key break and major sections.
- Avoid using a font smaller than 10-point on your CV.
- Try adjusting the margins in a way that allows you to fit more information in fewer pages.
- Use tables with no borders to organize sections in a neat way.
- Avoid uncommon fonts that may display differently on different computers.

Mistake 3

EXAGGERATING SKILLS

Many job seekers believe that there is no room for modesty when it comes to job search. Exaggerating on your CV by providing false information will only backfire during the interview or even after you get the job!

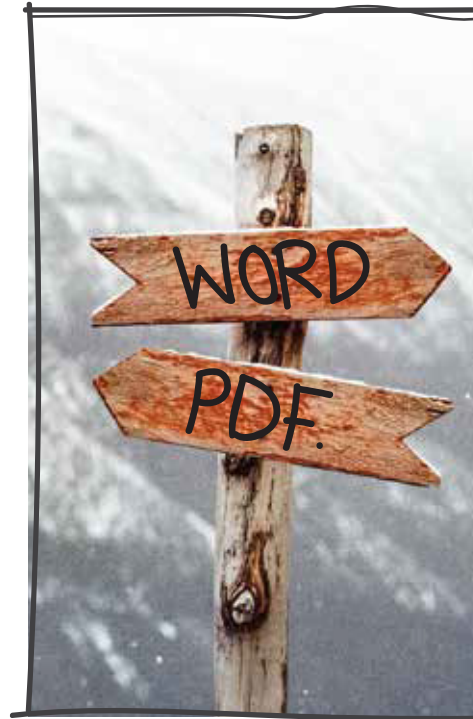
What to do about this?

- Be honest.
- Add responsibilities that are backed up with quantifiable results.
- Be prepared to discuss anything you've included in your CV

SHOULD I SUBMIT MY CV AS A WORD DOC. OR PDF.?








Before you stress yourself about this decision—keep in mind that the fact that you’re even interested in knowing the best CV format to submit shows that you’re hardworking and attentive to detail.

While both formats (Words and PDF) are almost always accepted by employers and online recruitment websites such as Akhtaboot, it is generally recommended that you submit a PDF version to maintain the structure and layout of information. A PDF will look unified on any computer, whereas sometimes a Word doc might appear to be different depending on which version of Word the recruiter uses.



WHAT MAKES A CV GREAT?

A great CV that you can use to apply to jobs online should possess the following qualities:

 Well-written and not too long	 Honest	 Informative
 No spelling or grammar mistakes	 Straight to the point	 Updated contact information
 Consistent format	 Customized to the job or industry	 Contains all the important search keywords

STRUCTURING YOUR CV FOR ONLINE JOB APPLICATIONS

As the job market keeps changing, many job seekers believe that a CV has become an obsolete job search tool, but this is not the case. The format will change from time to time, but having a well-written CV is still important.

Employers today receive hundreds of applications online for each vacancy. That’s why you cannot make any mistakes when it comes to writing and formatting your CV. This doesn’t mean that your CV is all that matters, but it is the first impression that will help you get your foot in the door. So if you haven’t updated your CV in a while, you may be falling behind the competition.

MAIN CV SECTIONS

Your CV should contain the following information if applicable:

- Contact Information
- Career Objective
- Employment History
- Education & Training
- Volunteer Work
- Awards & Accomplishments
- Personal Information (Optional)
- References

EXAMPLE OF A SINGLE PAGE CV

Full Name
Filed of Work or Position of Interest
City, Country

Mobile: +962 xx xxx xxx | Email: email@email.com

Career Objective

I am a self-motivated xx professional looking for a role in xx where I can use my experience to initiate...etc

Employment History

Month Year - Month Year / OR Present

Job Title

Company Name

City, Country

- Contacting
- Following Up
- Maintaining

Education and Training

Class of Year

University OR College Name

Degree name

City, Country

Month Year - Month Year

Training Center Name

Degree name

City, Country

Volunteering Experience

Month Year - Month Year / OR Present

Role or Job Title

Company / Organization Name

City, Country

Skills

Computer Skills:

Languauge Skills:

- English, Proficiency

Personal Skills:

Personal Information

Date of Birth: Day month year

Nationality: You can add more than 1

Marital Status: Married OR Single

Gender: Male OR Female

References

Name:

Email: email@email.com

Position, Company

Mobile: +962 xx xxx xxx



APPLY FOR JOBS ON AKHTABOOT

- 1 Go to www.akhtaboot.com and click Sign Up
- 2 Upload or Build your **CV**
- 3 Create your Profile
- 4 Apply to **hundreds of jobs** you are interested in with just **one click**.



About ZenHR:

ZenHR (www.zenhr.com) is a cloud-based Human Resources Management System (HRMS) that is specifically designed to serve SMEs in the MENA market.

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