

Full Name

in Bold Font 20

+974 xxxxxxxx ; xxxx@qu.edu.qa ; Nationality

P.O.Box: xxxxx  
Doha

\*optional

## Career Goal

write it down if you want to work on a career different than your major

\*mandatory

## Academic Qualification

If you are not graduated yet, mention that you are currently enrolled student

BA or BS Faculty of xxxxxxxxxxxx, Qatar University

2011- 2016

Major..... Minor.....

GPA: .....

If its lower than 2.5 exclude it

## Skills and qualifications

Ex: Communication, Leadership, Problem Solving, Project Management...etc

Personal skills:.....

Computer Skills: .....

Linguistic Skills: .....

If you got a high score in IELTS, mention it

You can add a section here for Awards/Honors

## Work Experience

Work experience includes (fulltime jobs, part-time jobs, or Summer internship)

Company Name

(June to August2015)

Job Title and Job nature (Intern, part time etc)

- .....
- .....

\*mandatory

## Activities

includes (Internship, part-time jobs)

Volunteering activities, if more than 5 pick the significant ones

Voluntary work

XXXXXXXXXXXXXXXXXXXX

11-12 May 2016

.....(what you were doing).....

XXXXXXXXXXXXXXXXXXXX

2010-2011

\*mandatory

## Training Courses

- .....

April, 2016

People who can recommend you: Ex (Professor, Supervisor,etc...)

## Recommendations (1 - 2 references)

Mention two references (name, Email and Phone)

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX