RESUME TEMPLATE

Your resume, but make it shine

FIRST LAST

name@email.com
+971 50 123 4567
Sharjah, UAE
linkedin.com/in/yourname

KEEP IT SIMPLE First and last name only, plus your emirate, email, mobile and LinkedIn. **No photo, gender, date of birth or nationality!**

OBJECTIVE

[Major] student at the University of Sharjah seeking an international internship in [field], to apply my skills in [skill] and [skill] while gaining hands-on experience in [industry].

ELEVATOR PITCH 2–3 lines max: the role or field you want, what you bring and what you hope to gain. Think of it as your 10-second introduction.

EDUCATION

Bachelor of Science in [Major as on your certificate] Sep 2023 – Present
University of Sharjah, Sharjah, UAE
CGPA: 3.6/4.0 · Expected graduation: Jun 2027

NEWEST FIRST Latest to oldest. Write your major exactly as on your certificate. High school is optional, and only show your CGPA if it's above 3.0.

EXPERIENCE

Finance Assistant (part-time), University of Sharjah, Sharjah Sep 2025 – Present
- Update financial spreadsheets with daily transactions
- Prepare monthly balance sheets
- Reconcile bank statements with internal records

Receptionist (summer job), Sheraton Hotel, Dubai Jun 2024 – Aug 2024
- Greeted, directed and announced visitors at the front desk
- Answered and forwarded incoming phone calls
- Received and sorted daily mail

Volunteer, [Organisation or IAESTE Day], Sharjah Feb 2024
- Coordinated registration for 200+ participants

ACTION TIME Latest to oldest. Part-time jobs, volunteering and IAESTE activities all count!
Start every bullet with an action verb: **present tense** for current roles (Update), **past tense** for previous ones (Greeted). Dates always as MMM YYYY.

SKILLS

Technical: Python, MATLAB, AutoCAD, Microsoft Excel (advanced)
Professional: Project coordination, team leadership, public speaking

Languages: English (fluent), Arabic (native), French (basic)

NO STARS	Technical skills first, then professional skills, then languages. Just name them; no long explanations and no rating stars, bars or percentages.

ACHIEVEMENTS, PROJECTS & CERTIFICATES

- Senior Project: [Project title], [one line on what you built or found] (May 2027)
- IELTS Academic: Overall band 7.5 (Mar 2026)
- Dean's List: Fall 2025 and Spring 2026

SHOW OFF (A BIT)	Only your most significant projects, awards and certificates, each with the month and year you achieved it.

Before you hit send

DO

- ☐ 1–2 pages, saved as a PDF
- ☐ Name, email and mobile number at the top
- ☐ Sections in order: Objective, Education, Experience, Skills, Achievements
- ☐ Latest to oldest in every section
- ☐ Dates in MMM YYYY format (e.g. Sep 2025)
- ☐ Bullets starting with action verbs
- ☐ Correct tenses: present for now, past for before
- ☐ Volunteer, unpaid and IAESTE experience included
- ☐ Spelling and grammar checked (read it aloud!)
- ☐ Clean, consistent and easy to scan

DON'T

- ✗ A photo
- ✗ Gender, date of birth or nationality
- ✗ Skill ratings (stars, bars or %)
- ✗ Long paragraphs instead of bullets
- ✗ More than 2 pages
- ✗ Word (.docx) or image files
- ✗ A silly email address
- ✗ Typos or mixed tenses

Action verbs to steal

Leading	Coordinated, Led, Managed, Organised, Supervised
Creating	Designed, Developed, Built, Launched, Programmed
Improving	Increased, Reduced, Streamlined, Upgraded, Solved
Analysing	Analysed, Evaluated, Researched, Measured, Tested
Communicating	Presented, Wrote, Trained, Negotiated, Promoted