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الشركة الأردنية لمضادات الأجسام م.م
JORDAN COMPANY FOR ANTIBODY PRODUCTION



CV Writing





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What is a CV?

تعرف السيرة الذاتية بأنها وسيلة يقدم بها الشخص نفسه عن طريق عرض خبراته و مؤهلاته و مسيرته المهنية بطريقة حرفية بهدف التعريف بنفسه و تسويق مهاراته لجهة معينة.

It's a way of introducing yourself through presenting your qualifications, experiences and your studies in a professional way in order to broadcast them to the



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Why do we need a CV

- Applying for a job
- Documenting employees information
- Higher education
- apply for scholarships
- Joining an organization or a club, ..Etc



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CV content

Personal information (name, email, number..)

Experiences (those related to the job you're applying to)

Education (start with the most recent ones)

Skills and Certificates (training, courses, languages...)

References (at least 3)



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Tips

- Be honest **ALWAYS!**
- To whom are you applying?
 - US Vs. German CVs
- Neat, organized, clear and summarized CV
- Use a clear font and colour
 - Example: 11-12 for text and 12-14 for titles & 18 for your name
- Use bullet points



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Tips

- Spelling mistakes
- Volunteering work (added skills; i.e Communication Skills, time management... Etc)
- Graduation Project (if related to the field of the company you're applying to)
- Cover Letter



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How do HR employees check

CV's FRESH GRADUATES

1. Education
2. Experience
3. Skills
4. Courses



1

Name
Nationality
Mobile
Email

2



3

Education

09.2016 – 01.2018	Name of University/ School/ Institute, City/Country Major
04.2016 – 08.2018	Name of University/ School/ Institute, City/Country Major

4

Experience

09.2016 – 02.2017	Title: Intern – Name of Department – Name of Company <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3
09.2016 – 06.2018	Volunteering/Students Job at in City/ Country

5

Additional Skills

Skills
 Proficiency in MS Office (Excel, PowerPoint, Word)
 Very good presentation skills
 Initiative
 Languages
 Arabic- Mother Language
 English- Fluent

6

Courses

Month.Year	Title of Course 1, Where did you take it
Month.Year	Title of Course 2, Where did you take it

**THANK YOU
FOR YOUR ATTENTION !**

