

tips for writing the perfect CV for the Middle East market

For many people looking for a new job can be a long and time consuming process. It can get frustrating and disappointing when you get a rejection letter or no response at all.

Before you send out applications, read these essential guidelines for writing the perfect CV and successfully getting through the interview.

preparing your CV for the Middle East market

Use good quality paper and choose a professional font. Some organisations in the Middle East, depending on the origins of the company that you are applying to work for, will ask you to present your CV in capitals, so be prepared for this

It is quite common in the Middle East to apply for a job through the internet. However, bear in mind that an electronic CV will not look the same as a standard one. CVs are often scanned by employers, so make sure it is easily scannable by avoiding things such as lines and italic fonts

Internet applications will generally not be processed unless photographs are scanned and sent as an attachment Keep white space to a minimum whilst keeping the text clear and easy to read

Use bullet points and keep to the point Use relevant sub-headings

Begin your CV with "Personal Details", listing name, address, telephone number and email address. Often CVs are kept on file for lengthy periods, so contact details should remain accurate in the long term. A daytime phone number with the international dialling code is most important

Employers in the Middle East often expect to read the type of personal information that would never be included on a Western CV, so find out whether information such as place and date of birth, nationality and marital status are required

Discrimination laws are not as stringent in the Middle East as they are elsewhere in the world. Subsequently, carefully consider what to leave out of your CV. If you are not married, it is not wise to mention you "only" live together with your partner – it does not comply with the Muslim religion

Write a short "personal profile" or an "objective" or "summary" statement, highlighting your personal attributes and strengths

List your work history in reverse chronological order, starting with the most recent first, emphasizing experience or knowledge of the area you are looking to work in. Focus on the actual job you are applying for and show that you understand the industry into which you are applying

If you have had many jobs, only go into detail about the most relevant and group together freelance projects

Include the month and year to indicate the exact length of time spent in each job or course of study. Make sure there are NO gaps in your history, if you have been travelling say so, if you omit significant periods of time people may think you have something to hide Add specific event examples, i.e. events, budgets, venues and brief details about the logistics of the event This can be added as an addendum to the CV

For senior candidates, it is a good idea to list your achievements within each role, i.e. sales achieved, employee of the month, organised biggest event in world history!

If you have no solid work experience, make use of relevant social or educational events experience

Under the "education" heading, list the degree obtained, the major, the school, the city and the year the degree was granted. If you have more than one degree, list the highest one first. Unless very recent, you do not need to write down every detail in your educational history, keep it to a bare minimum, i.e. 3 A Levels, 10 GCSEs

List your computer and language skills and level of competency. This is especially important if your role involves international travel or communications. Potential employers are only interested in language skill sets that include the ability to read, write and speak fluently List your current interests and be prepared to talk about them

When you have completed a spell and grammar check, get someone else to double check it

Candidates do tend to use specified placement agencies to apply for jobs in the Middle East, as recommendations and well-known references are highly valued

Don't

Use the third party or "I"

Expand on why you are leaving/have left your current job Use long words or sentences

Fabricate or bend the truth

Mention irrelevant personal

circumstances Include your salary details on your CV