

How to write a CV

Essential Sections of a CV



Curriculum Vitae

Writing a CV

involves structuring your professional experience, skills, and education in a way that aligns with job descriptions.

• Contact Information



01

| Full Name

02

| Phone Number

03

| Professional Email

04

| LinkedIn Profile (if applicable)

05

| Portfolio/Website (if relevant)

Essential Sections of a CV

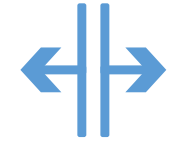


Contact Information

01

02

03

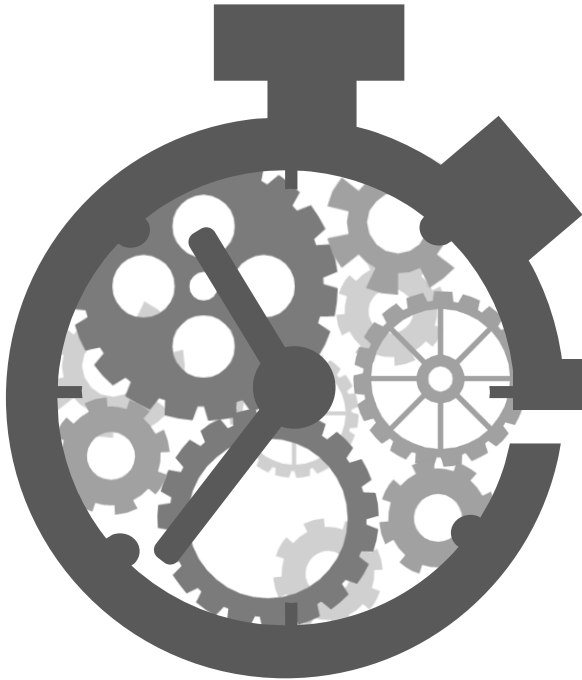


Key Skills (Tailored to Job Description)

List 5-10 skills that match the job posting.

Professional Summary (2-4 sentences)

A concise summary of your key skills, experience, and what you bring to the role. It should be tailored to the specific job you are applying for.





Work Experience (Most Recent First)

Each entry should include:

- Job Title | Company/Institution | Location | Dates
- Key Responsibilities & Achievements (use bullet points, quantify results if possible)

04

05

06



Certifications & Training (if applicable)

Education

List your degrees in reverse chronological order.





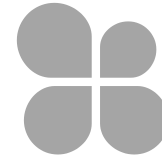
Additional Sections (if applicable)

Volunteer Experience – If related to the job.

Technical Skills – E.g., Python, MATLAB, Stata for economic modeling.

Awards & Honors – If significant.

09



Publications & Research (If Relevant)

07

08

Languages (if applicable)

- Arabic (Native)
- French (Fluent)
- English (Fluent)



Optimize for ATS (Applicant Tracking Systems)

Many employers use ATS software to filter CVs. Ensure your CV includes:



01

Keywords from the job description

Keywords from the job description

02

A clear, professional font

(Arial, Calibri, Times New Roman, 11-12 pt).

03

Consistent formatting

(bullet points, bold for headings).



Keep It

Concise

- ✓ 1-2 pages (unless it's an academic CV, which can be longer).
- ✓ Avoid excessive details—focus on the most relevant experience.



Customize for

Each Job

- ✓ Adjust the Professional Summary, Key Skills, and Work Experience to match each job description.
- ✓ Use action verbs (e.g., "developed," "analyzed," "implemented").