

# Students Manual



Given below are three important steps for your successful job search.

**1) Create a CV and Cover Letter**

**2) Setup email alerts**

**3) Apply to jobs regularly on your career portal**

**Create a CV and Cover Letter**

a) Sign in your career portal

b) Click on Post a CV button

c) Enter your CV name (this name is only for your reference)

d) Fill in complete details as per the CV builder.

a. Target Job

b. Personal Information

c. Contact Information

d. Professional Experience

e. Education

f. Career Level

g. Recommended Sections

h. Photo

i. Skills

j. Languages

k. References

l. Memberships

m. Original CV File Attachment

e) At the end of this file are tips in how to create a successful CV.

f) There is help icon right next to each section that will guide you on how to fill in that section

g) Once CV is completed, it can be used to apply for jobs as well as becomes searchable by employers in order to hire you.

h) Click on My Workspace – Cover Letters in order to create a Cover Letter.

## 2) Setup Email Alerts

a) Sign in to your career portal

b) Go to Search Jobs – Saved Searches

c) Click on “Add a Saved Search”

d) Enter the information in the page in order to setup a daily, weekly or monthly alert.

### Job Alert Settings

Keywords:  ?  
 All of these words  Any of these words  Exact phrase

Job Location:  ▼  
[+ Add Another](#)

Industry:  ▼  
[+ Add Another](#)

Job Role:  ▼  
[+ Add Another](#)

Gender:  Any  Male  Female

Minimum Monthly Salary:  ▼

Career Level:  
 Entry Level  
 Student/Internship  
 Mid Career  
 Management  
 Executive/Director  
 Senior Executive (President, CEO)

## Apply for Jobs

Once your CV has been created, you can visit your university career portal and can use your CV and Cover letter to apply to any job posted in your college career portal.

## **CV Writing Tips**

Your CV is an employer's first impression of you and it must leave a favourable and lasting impact. A successful CV is one that will appear in the most searches and generate the most interviews.

The CV Builder will guide you through the CV building process step-by-step providing you with tips and examples along the way. We have also provided you with a list of action verbs that we recommend you refer to and use to ensure the strongest, most concise delivery.

## **Target Job Title**

Here is where you define who you are in relation to skills and experience. This is a critical part of your CV as it is the first section a potential employer reads and it should portray you in the most relevant and professional light.

### **Examples:**

- Marketing Manager
- Senior Corporate Tax Accountant
- Advertising Executive
- Financial Analyst
- Paediatric Nurse
- Sales Representative
- Concierge

### **Tips:**

- Include words that highlight your skills and area of expertise
- Include keywords of the actual position you are seeking

## **Objective**

Your Career Objective is a brief and focused statement of what you can do and what you are looking for. As your

Career Objective is featured prominently on your CV, employers will look here first before proceeding onto the rest of your CV.

### **Examples:**

- Seeking new challenges in (occupation) which effectively utilizes (professional experience).
- Looking to join a progressive organization that has the need for (a type of occupation) and offers opportunities for advancement.
- To gain first hand (type of experience), using my analytical skills and commitment to perform quality work.
- To obtain a position in a (type of target company) using my administrative and programming skills.
- To secure an internship with a (type of organization) specializing in (area of expertise)
- (Title) with (background) and a passion for (type) pursuing a career with (target company). Skilled at building strong team environments and developing open communications.

### Tips:

- Describe the job you are seeking. You can include your experience and skill level.
- Be focused - vague objectives are less likely to attract an employer.
- Emphasize what you can bring to your prospective employer.
- The Objective should be one sentence - two sentences if needed, but not longer.

### Work Experience:

Unless you are a fresh graduate, your Work Experience is the most important part of the CV. Highlight your skills and assigned responsibilities in each previous job.

### Examples:

- Managed a team of (number) that established (name of project goal or result).
- Successfully launched and marketed (name of project).
- Participated in the creation of a (name of product or production) that resulted in (a positive outcome).
- Extensive involvement managing client relationships at all levels.
- Wrote feature stories and conducted interviews for (type of press); edited copy of other writers.
- Trained new interns in (type of department).
- (Number of years) of (system) integration experience and implementing solutions to help clients succeed.

- Successfully managed and staffed not only business start-ups, but also periods of rapid, sustained corporate growth.
- (Number of years) of management experience on industrial projects.
- Installed different operating systems, software and hardware.
- Compiled and edited comprehensive quality control reports.

### **Tips:**

- For each position describe your responsibilities, duties, the challenges faced and accomplishments achieved. Use specific examples e.g. Increased car sales turnover by 200% or saved department \$100,000 by redesigning performance measurement system.
- If you had multiple positions with the same company, remember to list dates of positions to show the prospective employer of your rapid progress and quick learning abilities.
- If you have not had much work experience, try including temporary, holiday or voluntary jobs.
- Remember to keep it short, positive and use action verbs.

### **Education:**

List your academic background; degrees, certifications and training received.

### **Examples:**

- Continuing education classes in (Name of courses).
- Licensed (name of certification), (City/Year).
- Thesis: (Title of Thesis).
- Additional course work in Computational Mathematics, Kuwait University.
- Work towards CPA qualification.
- Series 7 and series 63 registered.

### **Tips:**

- Include your Grade Point Average or General Ranking if it is impressive (Excellent, Very Good).
- Mention any Honors, Awards, Scholarships, Internships, and Dissertations received.

- Include any information that might be appropriate to your job search. Fresh graduates should include relevant courses, extracurricular activities, scholarships, honors, and GPA (if it is good).
- Allow your educational credentials to emphasize your strengths and qualifications. Do not be misleading, as employers will check. It could be awkward and quite difficult to verify a false educational statement made on your CV.

### **Memberships:**

List any professional affiliations, associations or memberships of interest to employers.

### **Examples:**

- Active member (name of association).
- Speaker/Treasurer (name of association).
- Appointed to serve as (position).
- Past Chairman/President.
- Elected to serve as (position).

### **Tips:**

- Being part of any association shows a potential employer your interest and involvement in a related professional field.
- Adding this information is completely optional, but it may help show a potential employer things about you that may not be clear from the rest of your CV such as your hobbies and your eagerness to participate in contributing to and developing your society.
- This is particularly relevant and important for fresh graduates or candidates seeking to make a career switch.
- Use action verbs

### **Skills:**

Use this section to show a potential employer your overall work-related skills and abilities including languages and technical skills. Please note that your skills are one of the KEY search criteria in Employer searches so make sure you include all technical, analytical, professional and other skills.

### **Examples:**

- German- Intermediate.
- Microsoft Office software & the Internet- Expert.
- MS Word, Excel, Access, Power Point, MS Project, Project Workbench and Lotus Notes- Expert.
- C, Cobol, Fortran and SQL - Expert.
- Quantitative Analysis- Expert.
- Creative Skills- Expert.

### Tips:

- Focus on skills that match your target job and target company.
- Use this section to include industry keywords that match an employer's keyword search. For example: Knowledge of encryption theory
- Describe your interpersonal skills, (an experienced presenter/ public speaker / sales person, organizer or teacher).
- Use action verbs

### References

Listing references is optional but it is always a good idea to include them. List the name and contact information of references.

### Tips:

- Include the details of your professional acquaintances. It may be your ex-supervisor, manager or a co-worker. It is best to include contacts from an industry related to the one you are in.
- If you are a fresher with limited or no experience you may include the name of your professor, or a family friend.

### Action Verbs

#### **A**

abstracted, achieved, acquired, acted, adapted, addressed, administered, advised, aided, allocated, analyzed, anticipated, approved, arbitrated, arranged, assembled, assessed, assigned, assisted, attained, attended, audited, authored

#### **B**

balanced, budgeted, built



## **C**

calculated, centralized, chaired, changed, checked, clarified, classified, coached, collaborated, collated, collected, communicated, compared, compiled, composed, computed, conceived, conceptualized, condensed, conducted, consolidated, constructed, consulted, contracted, contributed, controlled, converted, convinced, cooperated, coordinated, correlated, corresponded, counseled, created, critiqued, cultivated, customized

## **D**

debated, decided, defined, delegated, delivered, demonstrated, designed, detailed, determined, developed, devised, diagnosed, directed, discovered, documented, doubled, drafted, drove

## **E**

earned, edited, educated, effected, eliminated, enabled, enforced, engineered, established, evaluated, examined, executed, expanded, expedited, experienced, experimented, explained, extrapolated

## **F**

facilitated, figured, financed, followed through, forecasted, formed, formulated, founded

## **G**

gathered, generated, guided

## **H**

handled, headed, helped, hired

## **I**

identified, illustrated, imagined, implemented, improved, improvised, increased, influenced, informed, initiated, innovated, inspected, inspired, installed, instituted, instructed, insured, integrated, interpreted, interviewed, introduced, invented, investigated, issued

## **J**

justified

## **K**

keynoted

## **L**

launched, lectured, led, licensed

## **M**

maintained, managed, marketed, mastered, mediated, mentored, merged, met deadlines, minimized, moderated, monitored, motivated

## **N**

negotiated, nominated

## **O**

observed, obtained, operated, organized, originated, overhauled, oversaw

## **P**

participated, performed, persuaded, pioneered, planned, prepared, prevented, prioritized, problem solved, processed, produced, programmed, projected, promoted, proved, provided, publicized

## **R**

recommended, reconciled, recruited, reduced, referred, reorganized, repaired, reported, represented, researched, resolved, retrieved, reviewed, revitalized

## **S**

scheduled, selected, separated, served, set goals, setup, shaped, simplified, solved, sparked, specified, spoke, staffed, strengthened, submitted, succeeded, summarized, supervised, surveyed, systemized

## **T**

tabulated, tailored, taught, tested, tracked, trained

## **U**

upgraded, utilized

**V**

validated