

# Curriculum Vitae

[YOUR NAME]

Postal Address ■ Phone Number ■ Email Address

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## PROFILE

*This should be a statement about you... 3-4 sentences*

*For example: An experienced leader with over 10 years' in the Civil Engineering field managing small to large scale projects. Innovative and solution focussed with the ability to build dedicated teams....*

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## KEY STRENGTHS

*Include your key strengths/skills. This should be 4-5 dot points...*

For example:

- Manages complex projects and delivers within specified timeframes and ....
  - Excellent communicator who is able to convey project needs to staff and clients ...
  - Sound technical and computer skills with an excellent eye for detail ....
  - Demonstrated ability in relationship management and leadership ....
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## WORK EXPERIENCE *(start with your most recent/current position)*

Title

Company Name: Date/s of employment

- Key Duties and Responsibilities
  - *A brief description of your key duties 1-2 sentences each.*
  - .
- Key Achievements
  - *1-2 sentences for each key achievement*
  - .

Title

Company Name: Date/s of employment

- Key Duties and Responsibilities
    -
  - Key Achievements
    -
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## ACADEMIC QUALIFICATIONS

School Name – Emirate (or state), city (of outside UAE), country

Degree, Degree dates

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## PROFESSIONAL TRAINING

Certificate Name, Institute, Date

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## INTERESTS

*2-3 dot points*