

# General CV/Resume Structure

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TALENT BEYOND  
—BOUNDARIES—

# KEY SECTIONS IN A CV/RESUME

## 1: CONTACT INFORMATION

- Name, email address, phone number, and country of residence
- Note: If you don't see your contact information on your TBB CV, don't worry. TBB removes contact information when submitting CVs to employers.

## 2: SUMMARY

- The first section of your CV is important, as it is the very first thing a recruiter or hiring manager will see upon opening it. The Summary is the first section of the CV, and gives employers a sense of who you are and where you want to go.
- The Summary is a brief description about yourself, how many years of experience you have, your career goals, and ambitions. Use information that can be found in your CV.
  - Tip: Customize the summary to the position you are applying for.
- Break up your summary into three sentences, around 50-200 words total.
  - Who you are: use examples from your current position.
    - Example: **As a registered nurse, I have worked in various hospitals throughout Lebanon to provide quality care to patients in critical condition.**
  - Achievements and value: mention experience to show you're the right person for the job.
    - Example: **I have experience caring for patients in the ICU and have the ability to balance multiple tasks in a high stakes environment.**
  - Career goals: why you are applying and how you want to grow professionally.
    - Example: **I am seeking a position as a registered nurse where I can gain ER experience, provide for patients in need of human-centered care, and grow to become a Head Nurse.**

## 3: EDUCATION

- Start with your most recent degree.
- Degree, major, awarding body/university, year obtained
- Mention all degrees, even if incomplete

Examples:

**Master of Nursing, Lebanese University, Beirut, Lebanon, May 2022**

**Bachelor of Science in Nursing, University of Texas at Austin, Austin, Texas, May 2015**

## 4: WORK EXPERIENCE

- Your newest job experience goes first. Your oldest job experience goes last.
- Highlight soft skills, strengths and characteristics you have that differentiate you from other candidates (communication skills, leadership skills, teamwork, critical thinking, problem-solving).
- This section should include:
  - Job title, Employer name, Location, Start & End date (month and year)



Work Experience example:

**Registered Nurse, Al-Hamoud Hospital, Beirut, Lebanon** **Jan 2020 - Mar 2022**

- Provide direct care to patients as assigned by the Unit Nurse Manager and according to nurse to patient ratio and patient classification level.
  - Formulate an individualized nursing care plan according to the patient's assessment and needs, while involving the patient/family in the plan of care using specified tools.
  - Execute physician's written orders for all assigned patients
  - Use critical thinking to intervene appropriately during an emergency.
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- As seen in the example above, add the tasks and job responsibilities you are in charge of, and in technical detail. Underneath the heading, include 2-4 bullet points with descriptions of your job. ([Click here for more job description examples](#))
  - Use words that are represented in the job description. Write in past tense.
  - Additional examples of work experience bullet points:
    - Helped manage the ICU unit on a 10 person team. Coordinated and organized weekly meetings with the team. (This example demonstrates leadership skills)
    - Collected and analyzed patient histories to determine proper treatment. (This example demonstrates critical thinking skills.)
  - Add your entire work history, even if minor; paid or unpaid, full or part-time.

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## 5: TECHNICAL SKILLS

- List out in bullet points.
- Employers scan the Technical Skills section for skills you have that are required for the job.
- Include technical strengths and skills, with a focus on your domain of work (programs you have experience with, coding languages, ability to operate certain machinery, etc.)
  - Examples:
    - Videography, Indesign, Adobe suite, Graphic Design, Photography
    - SQL, Python, React, Ruby, C#, Magento
    - Diesel engines, agricultural machinery, heavy duty trucks and tractors
- Add Training Courses and Certifications (same rules apply)
  - Examples
    - ER Triage Training, Lebanese Red Cross

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## 6: ACHIEVEMENTS

- This section is **optional**. What are you proud of that you have accomplished in your work? (it can be a technical accomplishment, soft skills accomplishment, or a project)

Example achievements:

- Led an entire team successfully to complete a construction project one week before deadline
- Improved website traffic for the company by 20% and sales by 10%
- Minimized project costs and delays with optimum quality and client satisfaction

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## 7: LANGUAGES

- Add the languages you know and the level of proficiency

Examples:

**Kurdish (Fluent), Spanish (Beginner), English (Intermediate)**

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## 8: INTERESTS & HOBBIES

- This section is **optional**.
- Find more information about this section by [clicking here](#).
- Keep these short, and use bullet points.
- Interests and hobbies demonstrate additional skills like dedication, planning, creativity
- Examples: **Bike riding, playing guitar, exercising, painting, carpentry**

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## 9: REFERENCES

- This is the final section and is **optional** - you can also mention “References available upon request” at the end of your CV
- Prepare at least 3 references (managers, coworkers) who will give the employer positive feedback about your work. Include their names, positions, and contact information - if available.

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## DO'S & DON'TS

### Do:

- Use clear and specific language, organize the CV so that it looks clean, and be consistent with the organization and formatting (use the same font/size, 10 to 12 size font is advised).
- Keep your CV to 2 pages maximum.
- Use a professional-sounding email address.
- Follow a reverse chronological order, starting from the most recent work experience or degree to the oldest experience.
- Sell yourself! The CV is where you add all your skills, strengths, and abilities.
- Use keywords mentioned in the job description to highlight relevant skills.
- Regularly update and edit your CV to make sure it's up to date. Each new job application is an opportunity to edit your CV to match the job description. This will increase your chances in securing an interview.
- Attach a portfolio of your work, if applicable.
- Export your files to PDF format before you send them to the employer.

### Don't:

- Don't add a personal picture, unless required. Employers hire based on skills, not looks.
- Don't add personal information like your birthdate, nationality and marital status.
- Don't copy-paste from the internet. Do your research and take examples, however, don't copy-paste into your resume, instead rephrase and customize it and add your own touch.
- Never lie in your CV: make sure to add accurate information. Lying on your resume may get you an interview but once you are there, employers will assess your skills and this will reflect negatively on both you as a candidate and TBB as an organization.

# Sara Hamad

## CNC Operator, Mill & Lathe Operator, Mould Maker, Tool & Die Maker

Mechanical Engineer with a wealth of experience spanning over 15 years in various manufacturing skilled trades. Hard working, fast learner, reliable, and dedicated. Experienced in setting up and operating CNC machines as well as supervising production. Was one of the first to operate CNC machines in Syria following their introduction.

Currently working as a production manager for a company specialized in casting metals, plastic moulds, and dies for street lighting. One year of welding experience.

## TECHNICAL SKILLS

- Manual machines: mill, lathe, surface grinder, EDM, wire cut. Hand and power tools.
- CNC machines: CNC mill, CNC lathe, Swiss-type CNC lathe, CNC EDM & wire cut
- Technologies: G-code, SolidWorks, SurfCam, MasterCam, Powermill, fanuc, mitsubishi

## EDUCATION

**Bachelor of Science in Mechanical Engineering** | Damascus University | Damascus, Syria |2001

## WORK EXPERIENCE

### Production Manager | PNC | Jordan

April 2017 – September 2021

- Distribute work and supervise the operation of CNC operators and manual machines.
- Review and interpret drawings to match them with the required measurements from customers.
- Supervise the purchase of raw materials to ensure specifications confirm with the design department.
- Follow-up on the periodic maintenance and ensure that machines are ready for work.
- Ensure that production is on time by solving problems and troubleshooting as needed

### CNC Machine Operator | Sarya Co. | Jordan

May 2015 – October 2016

- Operated die and roll forming machines and CNC milling machines
- Executed drawings and spare parts used in the factory
- Conduct mechanical maintenance work for machines and overhead cranes
- Designed rolling machines of all sizes and implemented moulds according to the required sections
- Designed the die cut for the parts needed by the factory and worked on them
- Manufactured existing machines to optimize efficiency and production to be better in line with the objectives and expectations of the Board of Directors of the company, of which I was also a member.
- Used multiple programs such as Solidworks, Surfcam, Mastercam and others

### Mould Maker Supervisor | San Exports | Syria

January 2001 – May 2005

- Supervised the development of moulds used for thermoforming plastic sheets, cans for fast and perishable foods, and more

## LANGUAGES

English (intermediate), Arabic (native)

## INTERESTS & HOBBIES

Bike Riding, Playing Guitar, Volunteering

References available upon request.



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Updated June 2022

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