CV template created by ^bayt

1 Opt for a plain format incorporating a muted color palette (black as the main text color and navy blue as the accent text color), using 11-12 pt font size in Arial or Calibri for better readability, and to achieve a clean, professional look.

2 Include your full name, mobile number, email address, and Bayt.com profile URL. Optionally, add a personal portfolio site for creative roles.

3 Start with a strong adjective to describe yourself, followed by your professional experience in years. Mention a notable achievement or unique skill, and conclude with what you aim to bring to the company. Keep it under 100 words to maintain brevity and impact.

ADD YOUR NAME HERE

+999 (000) 0000 • example@here.com • www.bayt.com

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PROFESSIONAL EXPERIENCE

Job Title at Company Name, Location   **MM/YYYY - Present**

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Job Title at Company Name, Location

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4 Structure each job entry with the position title, company name, and dates of employment (month and year).

5 Start bullet points with verbs like "Managed," "Developed," or "Led," and always focus on achievements, for example: you can specify revenue growth percentage, detail projects completed under budget or ahead of schedule Always use percentages or figures to quantify your achievements.

6 if you don't have any previous professional experience, you can include internships instead. For each internship, highlight a key project you worked on, your role in it, and the outcome, focusing on what you learned and the skills you developed.

EDUCATION

Degree • *University Name, Location*   *Graduation Year (YY*

List additional certifications and training obtained

SKILLS

- o   Add skill here
- o   Add skill here

PERSONAL DETAILS

Add address here

Add nationality here

Add date of birth here (DD/MM/YY

7 If you have a higher education degree, there's no need to list high school. Include any extracurricular activities/training next to your degree. For those in STEM fields, mentioning relevant projects or theses can add value.

8 List certifications that are current and directly relevant to the job. For example,"AWS Certified Solutions Architect (2022)".

9 For technical roles, emphasize software proficiency or technical skills upfront. For others, balance technical and interpersonal skills, tailoring based on the job description's requirements.