**YOUR FULL NAME**

Address:

Phone Number: +961-3-1111111

E-mail Address:

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seeking a full-time or part-time job, as well as internship. Make sure that the objective should be directed towards a specific industry sector (such as Construction, Consulting, Retail, Banking, Financial, etc…), job title (Such as Financial analyst, Site Engineer, Marketing Manager, etc…), coupled with the skills needed for the job. If your objective is general, and you are not sure of the above, it is recommended to exclude it.**

**EDUCATION\_Most Recent Backwards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From MM/YY to MM/YY** **American University of Beirut** Beirut, Lebanon Bachelor in Business Administration, with Emphasis on Finance

Minor in Economics

Expected Date of Graduation: June 2011

Courses Taken **(Relevant to the job, if necessary):** Accounting, Finance, Marketing, Management

GPA over 4 or average over 100: ##. Honors, or Awards, if any

**From MM/YY to MM/YY International College** Beirut, Lebanon

Lebanese Baccalaureate: Official in 2008

Mention Tres Bien

**EXPERIENCE Most Recent Backwards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**From MM/YY to MM/YY XYZ Bank,** London, UK

Position Held: Trainee

* Designed a new system **(Use Action Verbs)**
* Entered data **(Use Action Verbs)**
* Participated in several projects **(Use Action Verbs)**

**From MM/YY to MM/YY Lebanese Red Cross** Beirut, Lebanon

Position held: Volunteer

* Assisted Red Cross in voluntary works and activities

**(Use Action Verbs)**

* Followed NGO in special projects and assignments in

collaboration with Red Cross team **(Use Action Verbs)**

**PROJECTS ACCOMPLISHED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Specify the Name of the project only**
* **Specify the Name of the Project only**

**Academic and non-Academic relevant projects could be added here or under the experience if related**

**SUMMARY SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPUTER SKILLS:** MS Word, Excel, PowerPoint, Access, Internet use, AutoCad, HTML, C++, Visual Basic, etc…

**Include only the relevant ones**

**LANGUAGES:** Fluentin English, Arabic and French with basic knowledge in Spanish (writing, reading and speaking)

**SOFT SKILLS:** Leadership, Communication, Team-Building, Organizational, Management, Public Speaking, etc…

**Include only the relevant ones**

**RESEARCH SKILLS: Included if relevant by specifying the computer programs used in the analysis**

**TECHNICAL SKILLS:** Surveying,Procurement, etc… **Included if relevant**

**INTERESTS AND HOBBIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Sports:
* Artistic:
* Cultural:
* Social:
* Others:

**You may include only those which are relevant to you**

**REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Available upon request