[YOUR FULL NAME]

[Target Role, e.g. Junior Sales Coordinator]

[City], UAE | +971 5X XXX XXXX | name@email.com | linkedin.com/in/yourname

Visa status: [e.g. Visit visa valid to DD Mon YYYY / Family sponsorship] | Available to join: Immediately

PROFILE

Recent [degree] graduate from [university] with hands-on experience from [internship / project / part-time job]. Comfortable with [2–3 tools]. Looking for an entry-level [target role] position in the UAE.

EDUCATION

[Degree] | [University], [Country] [YYYY]

- [Grade or GPA if good, e.g. GPA 3.4/4.0]
- [Final-year project: what you built or studied, and the result]

INTERNSHIPS AND PROJECTS

[Intern Title] | [Company], [City] [Mon YYYY] – [Mon YYYY]

- [What you did + one number, e.g. Prepared 40 weekly sales reports in Excel.]
- [What you learned or improved.]

[Project Name] [YYYY]

- [What the project was, your part in it, and the result.]

SKILLS

[Skill] • [Skill] • [MS Excel / Tool] • [Customer service] • [Social media]

VOLUNTEERING AND ACTIVITIES

- [Club, event or volunteer role], [YYYY]: [what you did]

LANGUAGES

English – [Fluent] | [Language] – [Native] | Arabic – [Basic]