



CV WRITING

EFFECTIVE JOB SEARCH

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CV WRITING AND EFFECTIVE JOB SEARCH

Your CV tells potential employers who you are, what you have done in life, and provides them with information about your education and work experience.

You need to determine what information would be most important to potential employers with whom you are seeking work. The main goal of a CV is to provide potential employers with information that is relevant to the job you are applying.

- Bio Data, CV and Profile
- Tips on how to design your CV
- Length, layout and format
- Personal information
- Key qualifications
- Education
- Work experience and vocational history
- Courses, workshops, certifications & appointments
- Languages
- IT skills
- Experience with projects
- Leisure interests and hobbies
- Diplomas, certificates of completion and letters of reference
- References

Most employers want references from previous employers or from other people who know you. A former employer or reference person should be able to confirm the information stated on your CV and on the job application. You can choose to name References on the CV itself, on the application form, or state that you will provide references if needed and upon request. You can also provide a list of references or reference letters during the job interview.

Reference persons may include previous/present employers, colleagues, trade union representatives, members of an organization of which you are a member, teachers, and people who have trained you. You should not use friends as references unless you have no other choice.

You should always ask whether that person is willing to provide a reference for you. You can also ask what they plan to say about you. Be somewhat critical about whom you list as a reference. It is essential to select reference persons who are familiar with your work history and who intend to say something positive about you.

- List reference persons by name; include their job title and telephone number.
- You should always provide at least two references.
- Employers are most interested in references from recent jobs or positions.
- The employer usually contacts references after the job interview is completed.
- You should always inform the reference persons that you have completed the interview, and inform them about the job or position you are applying for so they are prepared when the potential employer calls.

Tips on Job Search

- Be selective with your search.
- Maintain a strong digital presence.
- Customize your application.
- Learn a new skill.
- Network regularly.
- Participate in job fairs.
- Visit company websites.
- Leverage your current relationships.
- Use a head-hunter.
- Join a professional organization.
- Bypass human resources.
- Look offline.

ABOUT US:

Your Own Institute of Training and Professional Development is established in 2021 with the approval from DED and KHDA-Dubai.

A set of experienced Educational Experts, world class Trainers and Professional consultants who know the need and pulse of the working force, are behind this venture. This Institute is developed after doing immense market survey from the working force and the Corporates. We collected feedback from them and realised what they want exactly to upgrade in their professional career.

As the name suggests it is 'YOUR OWN INSTITUTE'. We are committed 100% Customer happiness. Excellent consultation, career counselling based on TNA and world class training are our highlight.

We at YOI, offer you a wide range of Professional courses. Whichever field you are working, we have a course for your Professional Development. We provide a complete exam preparation for Professional courses like ACCA, CIMA, CMA, CPA, CIA, CFE,

CAMS, IATA courses, international HR Certifications, PMP, Six Sigma, NCMA programs and many more. Besides these, we have KHDA certificate programs on Airline and travels, Accounting and finance, Engineering, IT, Languages, Logistic and Supply chain and courses related to Management. All these courses are approved globally and attracts employment opportunities from Multinational companies.

We at Your Own Institute also provides excellent coaching and training for the Corporates. We have a team of Professionals who can tailor made and customize the programs for you in a very affordable budget and we guarantee your satisfaction as an end result. We also offer you one day and two-day workshops to upgrade the skills of your employees.

We are offering both Online and on-site classes. We are open to conduct the classes at our premises, your company premises, Hotels or any venue according to your convenience. We guarantee on quality and satisfaction on every situation.



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