

CV Writing



Presented By:

7/27/2025

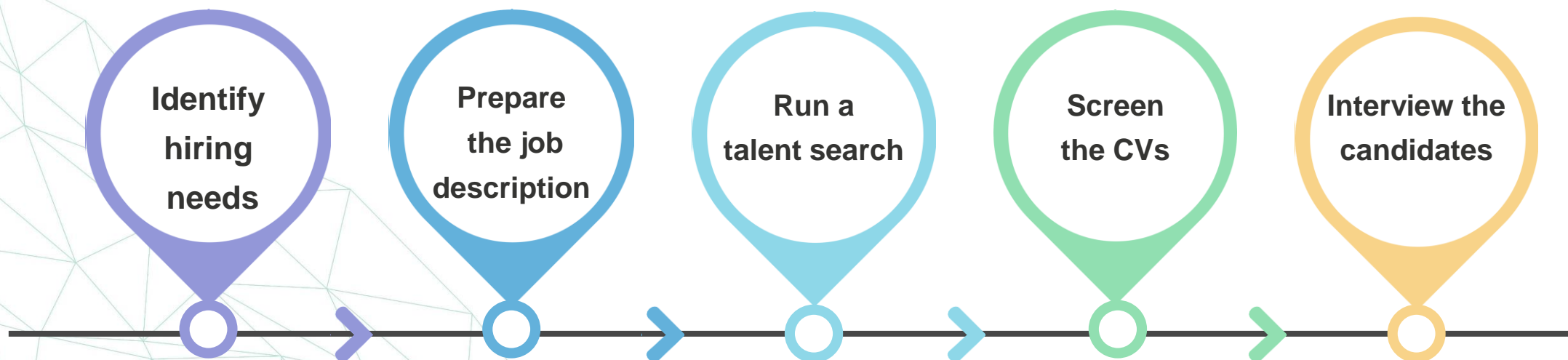
Why do we write a CV ?

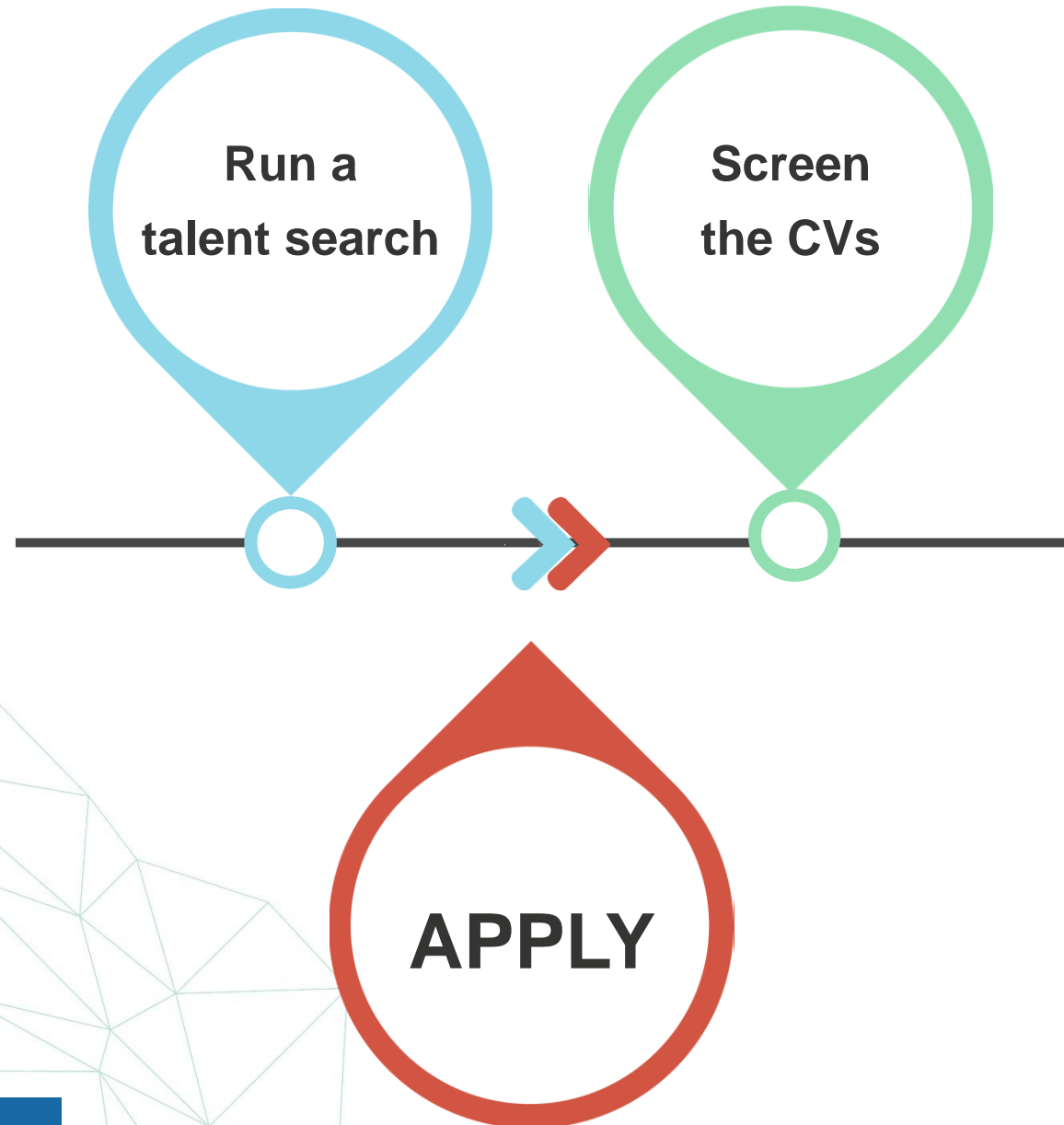
To get an INTERVIEW

So make sure to add information that is most relevant to the job you are applying for.

THE HIRING PROCESS

The hiring process is a series of steps that an organization follows to identify, attract, and recruit qualified candidates for a specific job opening.





ATS

?



7/27/2025

ATS

An applicant tracking system (ATS) is software for recruiters and employers to track candidates throughout the recruiting and hiring process.

It automatically scans and sorts job applications based on specific criteria such as keywords, skills, and experience.



What are the CV sections?

Contact Information



Contact Me

+20-115-820-2034
abdkam3010@gmail.com
shobra
Cairo, EGYPT

Ahmed Fahim El-bahy

Chemist

Af566069@gmail.com • +20 01144178481 • Cairo, Egypt • 10/12/1999 • complete

Ahmed Mohsen Hanafy

Software Engineer

Tel. No.: 01100350520 Email:

ahmedmohsen9623@gmail.com

GitHub: github.com/am9623

Nationality : Egyptian

Military status : Completed

Date of Birth : 6th Nov 1998

Address : Cairo, Egypt

Ammar Mohamed Azooz

0100xxxxxxx | Dokki, Giza, Egypt

Ammar Mohamed Azooz
0100xxxxxxx | Dokki, Giza, Egypt
amarmohamedazooz@gmail.com
linkedin.com/in/ammaraazooz/

• Ensure job profiles and position requirements are aligned with business objectives.

Internships

Teacher, The Nest Nursery and Preschool Institution

(Aug.2017-Sep.2017)

- Teach preschoolers English, Arabic, and Art basics.
- Prepare lesson plans and schedules.

Extracurricular Activities

President and Project Manager, VIA Club, Cairo University

(2017- 2018)

- Managed a team of 100 members.
- Created a program of 4 phases with 7 strong multinational companies (IBM, Cisco, Vodafone, UNODC, Deloitte, P&G, and Allianz).
- Funded our project with funds worth 50,000 EGP.
- Reached 55+k through our social media platform.

Courses

Digital Marketing Course, Udemy, 75 Hours

(Nov.2021)

Skills

Computer Skills:

- MS Package
- AutoCad

Language Skills:

- Arabic: Native
- English: Very Good
- French: Very Good

Computer Language Skills:

- C++
- Python

Projects

Tappeti

(March.2022)

Tappeti is an efficient admin dashboard website for managing carpet sales and factory resources. Built with Angular and Angular Material, it streamlines operations and enhances resource management.

Familiar With:

- Photoshop

- Javascript

- Illustrator

Career Objective

Objective

My Motivating factor is to be an added value to the place I join and to see that I am positively contributing to the post I hold and to the organization I serve loyally. I work very hard with calibers, pushing them to acquire more skills and build knowledge to achieve our goals.

Professional Goals

I am looking to be a member of the team work in a reputable & successful company or organization where my knowledge and ability could be fully utilized .Which enables me to be professional while meeting the Company goal and to have a chance to develop my skills that will get more experience to meet my ambition.

Career Objective

Objective

Highly skilled .NET Developer with experience in designing, developing, and maintaining web applications using the .NET framework. Proficient in C#, ASP.NET, MVC, and SQL Server with a strong background in full-stack development. Proven ability to deliver high-quality software solutions on time and within budget. Excellent problem-solving skills and a passion for continuous learning and professional development.

PROFILE

I am a Software Engineer with experience in building efficient web and mobile applications with a focus on good performance and user experience. I have strong skills in ASP.NET Core, Django, and Flutter. Skilled in both backend and frontend development, I provide complete solutions for complex projects. I focus on creating robust solutions and driving project success through well-crafted technology and strategic implementation.

Education

Education

- Bachelor of Engineering Ain Shams University, Egypt.

EDUCATION

2018-2021

FACULTY OF COMMERCE

alexandria university

Education

Education:

2019-2023: B.Sc. of Computer Science from Modern University for Technology & Information (MTI)

Education

Bachelor of Commerce, University of Mansoura, June 2019

- Major: Accounting
- General Grade: Good

Experience: Work/Internships

WORK EXPERIENCE

experience (1.5 year oct 2020-2022)

- Diploma full stack developer .net

experience (3 month dec 2022-march 2023)

- Training front end (with react js)

(creativa) information technology
institute

- El-Araby Group | Sep 2020- Nov 2020
Introduction to C programming by
practicing problem solving.

Internships

- Codsoft company .
- TecnoHachs company .
- Pioneers of Digital Egypt Initiative.

Internships

- **Embedded systems**

summer internship program as intern at the artificial intelligence
technology center (AITC)

February 2023

- **UI/UX Designer**

virtual internship program as a UI/UX Designer
by intern2grow

22-27october 2023

Ammar Mohamed Azooz

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amarmohamedazooz@gmail.com
[linkedin.com/in/ammazarazooz/](https://www.linkedin.com/in/ammazarazooz/)

Education

Faculty of Commerce, English Section, Cairo University

(June 2019)

Major: Business

Grade:

Work Experience

Senior Procurement Engineer

May, 2022 – Oct, 2022

The Arab Contractors, Helwan Branch

- Procure equipment, materials and systems that comply with project requirements
- Ensure timely delivery of equipment and materials to support site installation
- Maintain positive relationships with suppliers and subcontractors, ensuring company reputation and credibility.
- **Key Projects** : Cairo Monorail Project & The Islamic Cultural Center (Administrative Capital) & Egyptian Military Academy (Administrative Capital)

Digital Marketing Course, Udemy, 75 Hours

(Nov. 2021)

Skills

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Education

Faculty of Commerce, English Section, Cairo University (June 2019)

Major: Business

Grade:

Work Experience

BIM Structure Intern KAITECH, Egypt

(August 2021 – November 2021)

- Utilize BIM software such as Revit and Navisworks Dynamo BIM360 to develop and coordinate building design models in 3D.
- Collaborate with architects and engineers to integrate MEP systems into the building design.
- Conduct clash detection and resolution to identify and resolve design conflicts
- Create and manage construction documents including 2D drawings, schedules, and Specifications.

Digital Marketing Course, Udemy, 75 Hours (Nov.2021)

Skills

<u>Computer Skills:</u>	<u>Language Skills:</u>	<u>Computer Language Skills:</u>
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Projects

Tappeti (March.2022)

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Familiar With:

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Courses

Courses

2024	Power Distribution course
2023	Embedded Systems Diploma

Certificates

- (28 April 2023) Approaches to software development , Open University
- (3 March-13March2023) UI/UX design , Edrak.com
- (November 2022)Data analysis challenger track, Udacity
- (2 August 2021 -26 August 2021) UI/UX design , ITI

COURSES

Problem Solving Coach Academy

- Introduction to Programming in C++
- Covered fundamentals of computer science and programming using C++.

07/2021 – 09/2021

Competitive Programming Coach Academy

- Learned various sorting algorithms
- Acquired skills in searching algorithms including Binary Search.
- Gained proficiency in implementing these algorithms efficiently for competitive programming challenges.

07/2022 – 09/2022

<p>Ammar Mohamed Azooz</p> <p>0100xxxxxxx Dokki, Giza, Egypt amarmohamedazooz@gmail.com linkedin.com/in/ammaraazooz/</p>		
<u>Education</u>		
Faculty of Commerce, English Section, Cairo University		(June 2019)
Major: Business		
Grade:		
<u>Work Experience</u>		
Senior Recruitment Specialist, LAMAR Egypt		(Feb.2019 - Present)
<ul style="list-style-type: none"> • Perform the full life cycle of recruitment for white-collar employees. • Perform full recruitment process for massive blue-collar employees for Lamar DC's and Nubaria Plant • Ensure job profiles and position requirements are aligned with business objectives. 		

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Skills

SOFT SKILLS

- Self-motivated.
- Attention to details.
- Critical thinking.
- Communication.
- Team player.
- Curiosity.

SKILLS

- Excellent Command of PC skills. (Windows-Web browsing- Word- Excel)
- Problem Solving
- Basic knowledge in HTML and CSS.
- Excellent Written and Non-Written Communication.

Skills

TECHNICAL SKILLS

- C# , c++
- JavaScript / ES6
- ASP .NET Core MVC
- React js
- RESTful API
- HTML5 / CSS3
- Entity Framework Core
- Bootstrap
- LINQ

Language Skills:

- Arabic: Native
- English: Very Good
- French: Very Good

Technical Skills

- Proficient in HTML, CSS, Sass Integration, and JavaScript.
- Familiar with modern front-end libraries and frameworks like React and BootStrap.
- Basic understanding of responsive web design.

Technical Skills

Frontend development

- Html/CSS , JavaScript ,Bootstrap , UI/UX design ,Responsive Design

Backend development

- C# , LINQ , Microsoft SQL server , ASP Web API ,MVC .net core

Other

- Java programming language, Software engineering concepts, SOLID Principles

Projects

**If you are in a field where you make projects such as
Software Development, Engineering, Graphic Design
Add this section to show your work.**

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<p><u>Work Experience</u></p> <p>Senior Recruitment Specialist, LAMAR Egypt</p>	(Feb. 2019 - Present)

Projects

- **kAPPot IOS Mobile Application (Graduation Project)**

Project Description: An application that helps users in emergency cases to order a specific car spare part or to get the nearest service centers to repair their car based on user location.

Tools swift 5, Firebase, Google Maps, Google places, Cocoapods.

GitHub Link: <https://github.com/xDeuxer/kAPPot>

- **Bikeshare System**

Project Description: The datasets selected for three major cities in the United States – Chicago, New York City, and Washington. The system allows users to rent bicycles on a very short-term basis for a price. And our project is to produce insights based on our dataset and answer interesting questions about it by computing descriptive statistics

Tools: Python.

<p><u>Projects</u></p> <p>Tappeti Tappeti is an efficient admin dashboard website for managing carpet sales and factory resources. Built with Angular and Angular Material, it streamlines operations and enhances resource management.</p>	
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Education

Faculty of Commerce, English Section, Cairo University

(June 2019)

Major: Business

Grade:

Work Experience

Projects

E-commerce Platform Development

- Developed a comprehensive e-commerce platform using ASP.NET Core and Angular, featuring product listings, user authentication, shopping cart functionality, and payment integration.*

Inventory Management System

- Designed and implemented an inventory management system for a mid-sized company, utilizing ASP.NET MVC, Entity Framework, and SQL Server to manage stock levels, orders, and suppliers.*

Projects

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Extracurricular Activities

Activity:

- EGYPT INTERNATIONAL EXHIBITION CENTER. (2019)
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- Egypt International Summit for Digital Transformation and Cybersecurity (EISDTC). (2024)
- Volantiring at (سفرءاء- خئر- أمة) (oct 2023)

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- Funding our project with **funds worth of 50,000 EGP.**
- Reaching **55+k** through our **social media** platform.

Skills

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• English: Very Good
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• Python

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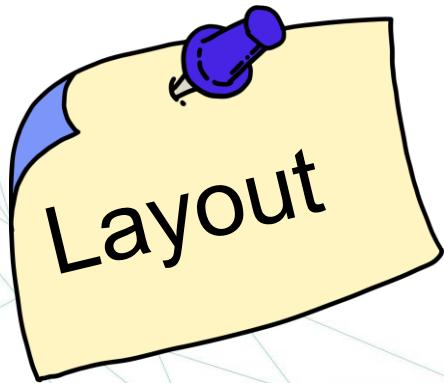
• Javascript

• Illustrator


CV sections

- Contact Information
- Career Objective
- Education
- Experience: Work/Internships
- Courses
- Skills
- Projects (If you are in a field where you make projects Add this section to show your work)
- Extracurricular Activities

Layout



- 1 - 2 pages maximum.
- Font: Times New Roman, 10-12 pts.
- Consistent layout, underlining, capitalization, bold, etc.
- Bulleted lists instead of paragraphs.
- Good margins and bullets.



PROFILE

Write a short brief introduction of just a few paragraphs explaining exactly who you are, your strengths and why you feel you are such a suitable candidate. Try to write it in the third person. Here is a good example: "A champion of best practise who is organised and also has the required level of skills needed to make every customer feel special."

Currently looking for a suitable position with a reputable company.

Professional Title

Richard Anderson

CONTACT

Dayjob.com, 120 Vy
Birmingham B18

0121 638 0026

info@dayjob.com

Facebook.com/yourname

EXPERTISE

MS Word

Text here

Text here

EDUCATION

University name 2014 – 2017
Course details
Modules

College name 2012 – 2014
Course details
Subject

School name 2008 – 2012
Course details
English (A) Maths (B) Physics (C)

WORK EXPERIENCE

JOB TITLE Company name 2016 – 2019

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2016 – 2019

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2014 – 2015

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2013 – 2014

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

REFERENCES Available on request.

- ➔ Do not add a photo unless required
- ➔ State responsibilities in bullet points
- ➔ Write in reversed chronological order
- ➔ Avoid copy & paste
- ➔ Avoid using templates
- ➔ Send your resume as a PDF file



Assignment

Prepare your CV

Interviewing Skills



What is a Competency-based Interview?



- The interviewer has a list of questions.
- Each question focuses on a specific skill.
- Your answers will be compared against pre-determined criteria and marked accordingly.

How would you prepare for a job interview?

10 Tips for Preparing for an Interview

1. It's essential that you read and understand the job advert.
2. From the job description or person specification pick out the main competencies that the employer is looking for and think of examples of when and how you've demonstrated each of these.
3. Research the company/client/interviewer.
4. Prepare your self-introduction.

5. Familiarize yourself with how to answer questions and practice your responses with someone.
6. Prepare evidence for the competencies that you will demonstrate.
7. Prepare questions to ask at the end.
8. Be prepared with an open mind.
9. Use appropriate body language and tone.
10. Visualize success.



Job Interviews

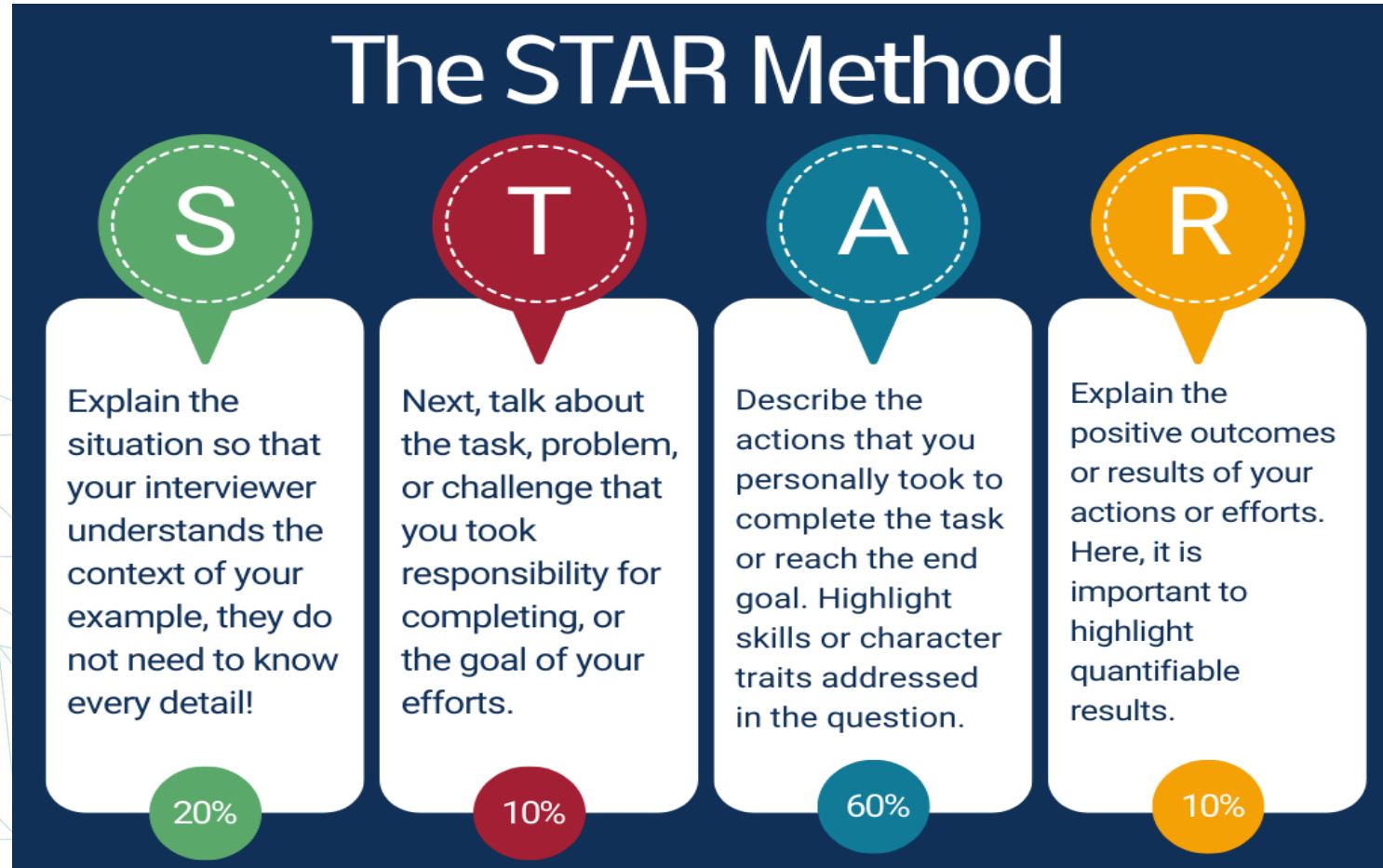
Sample Competency-based Interview Questions

1. Introduce yourself.
2. Why do you want to work as a (job profile)?
3. Why do you want to work for XYZ?
4. What has been your biggest achievement so far?
5. What are your career goals?

Sample Competency-based Interview Questions

6. Give an example of a team project that you achieved successfully.
7. Give me an example of a challenge you faced in the workplace and tell me how you overcame it.
8. Give an example of how you handled a difficult client successfully.
9. Give an example of a situation where you solved a problem in a creative way.
10. What would you do if ...

How to Answer Competency Questions



Q&A Session





Thank You!