[FULL NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[2-3 sentences: your years of experience, key skills and the value you bring. Example: Customer support specialist with 3 years of experience handling 60+ tickets daily with a 95% satisfaction score.]

WORK EXPERIENCE

[Job Title], [Company] [Mon YYYY] - [Present]

- [Achievement with a number: reduced response time by 30%]
- [Key responsibility]
- [Tool or skill used]

[Job Title], [Company] [Mon YYYY] - [Mon YYYY]

- [Achievement with a number]
- [Key responsibility]

EDUCATION

[Degree], [University] [Year]

SKILLS

- Technical: [skill], [skill], [skill]
- Soft skills: [communication], [teamwork], [time management]

LANGUAGES

- Arabic: Native
- English: [Beginner / Intermediate / Advanced / Fluent]

CERTIFICATIONS

- [Course name] - [Provider] - [Year]

Tips: keep it to one page, start bullets with action verbs, add numbers where you can, remove the brackets and this note, and save as PDF.