

CV Tips for English Department Practicum Students

Full Name + Contact Information

- State your first and last names, email, mobile number, address.
- Make sure your email is appropriate and professional.
 - Nicknames are not professional.

Objective

- Be brief and general. Do not mention a specific position.
- Do not mention any information that will be found in other sections of the CV.

Education

Example:

BA in English Language & Literature, King Saud University

Year – Present

- You write “present” because you are still a student.
- You may write a brief line mentioning the courses and electives you’ve taken in a bullet point:

Example:

- *Courses in Linguistics, Literature and Media/Translation*
 - Mention your GPA if it is good.

Experience

- This means work with a salary.
- State the position, institution, and dates.
- Mention main tasks.

Volunteer Work

Example:

Administrative Assistant, Centre for Writing in English – KSU

Jan - June 2019

- Mention any volunteer work you’ve done.
- State how long you’ve done it for as well as your tasks.

Workshops

- Make sure you mention:

- The name of the workshop capitalized
- Where you attended the workshop
- The date of the workshop
- Who gave the workshop
- If the workshop is abroad, mention the City and Country as well.

Example:

"How to Write a CV" - Deanship of Skills Development, King Saud University (20/5/2019)

Skills

- Mention the languages you speak.
- Mention Computer skills (if any).
- Do not lie – you may be asked during the interview or while working.
- Do not mention adjectives like "hardworking" or "ambitious".

Important Points

- Your CV should not be so long. Mention important points but don't try to overdo it.
- Alignment and format are very important.
 - **Notice this document:** the bullet points are all aligned.
- Stick to neutral, professional colors. Don't use pink.
- Your grammar, spelling, punctuation and capitalization are VERY important.
- Abbreviate the months.
 - Don't write *February 2019 – April 2019*. If it's within the same year, mention it only once and abbreviate the months as in *February – April 2019*.

E. Alameel, 2020