

Use same font style throughout - font size should be 12 (14 is fine for your name), but never smaller than 11.

**Hessa Ahmad Ali**

P.O. Box 1234, Ajman

Tel: 06-1234567 Mobile: 050-1234567

E-mail: [Hessaahmad@hotmail.com](mailto:Hessaahmad@hotmail.com)

Nationality: Emirati

Name, Address, Phone, Email (Be sure your Email is professional)

Objective relative to the position you are seeking

**Objective**

Seeking a position in market research, to use and develop my skills and experience.

Most employers look at your experience and major. When included list only courses related to the job you are seeking.

**Education**

**Zayed University**

2009

Bachelor of Business Sciences, Major in Marketing

(Dean's List, 3.5/4.0 GPA)

Mention GPA if above 3.0/4.0

**Related Courses**

Business Communication, Marketing, Strategy Development, Advertising

Update internship information. Work experience matters!

**Professional Experience**

**Gherkin Publishers, Dubai**

**Marketing Intern, Internship** (October – November)

2008

- Developed package insert program for new product
- Assisted creative services in the design of new package insert materials
- Networked directly with advertisers - increased sales of insert programs by 15%
- Updated computer reports to monitor activity of the insert program

Present volunteer work, student activities, etc., like job experience.

Duties - use action verbs and the same tense

**Extra-Curricular Activities**

**Women's Club, Jumeira**

**Volunteer Club Advisor** (Summer)

2008

- Planned, budgeted for, and provided educational, cultural, and social programs to members and their children
- Prepared administrative reports monitoring developmental aspects of the club
- Managed Club store operations; sales rose 45%

**Zayed Free Zone, Zayed University**

**Organizing member** (Spring)

2007

- Assisted in with floor plans and booths.
- Designed Posters.

These "personal qualities" are not necessary. This is your opinion of yourself. Employers want proof - if you include them - be sure to give strong examples.

**Professional Skills**

**Computer Skills**

Microsoft Word, Microsoft Excel, PowerPoint, Lotus Spreadsheet

**Language Skills**

Bilingual - Arabic and English

**Interpersonal skills:** gained through interacting with and advising Women's Club members, and through liaising with advertisers and customers as a marketing intern.