Your Full Name

Job Title You Are Applying For

Phone: +971 50 000 0000 | Email: your.name@email.com | Dubai, UAE | LinkedIn: linkedin.com/in/yourname

PROFESSIONAL SUMMARY

Write 3–4 lines about what you do, how many years of experience you have, and what you are looking for. Keep it specific: name your field, your strongest skill, and the kind of role you want. Example: Customer service professional with 4 years of UAE experience in hospitality, known for calm problem-solving and fluent English and Hindi.

WORK EXPERIENCE

Most Recent Job Title | Company Name, Dubai | Jan 2023 – Present

- What you did and what it achieved — use numbers where you can (e.g. served 60+ guests a day, cut waiting time by 20%).
- A second achievement from the same role.
- A third responsibility or result.

Previous Job Title | Company Name, City | Jun 2020 – Dec 2022

- What you did and what it achieved.
- A second achievement from this role.

EDUCATION

Degree / Diploma — Institution Name, Country — Year

SKILLS

List the skills the job ad asks for, only if you truly have them: e.g. MS Office, customer service, cash handling, data entry, time management.

LANGUAGES

English (Fluent) • Hindi / Urdu (Fluent) • Arabic (Basic)

VISA STATUS

Visit visa / Employment visa / Cancelled visa — valid until [date]. (UAE employers always ask; stating it saves everyone time.)

References available on request.