

Guidelines, How to Write a C.V

Curriculum Vitae

Your C.V. is one of the most important documents in your application. You must make sure that the information you provide in a C.V. is accurate, up-to-date and clear. It is through your C.V. that our experts and admission committee members get to know you.

There are different types and formats for a C.V. Each has different sections, all of which must be written and filled with adequate care and accuracy. At TUMS, we highly recommend and expect that your C.V. includes the following sections:

- **Personal and Contact Information**, including:

Name, gender, nationality, telephone/cellphone number, complete postal address, email address etc.

- **Education Information**, including:

All previous education since secondary education/high school, beginning and ending year of each mentioned academic period, thesis title for thesis-based degrees, GPA of each academic period, attended seminars or workshops etc.

- **Publications** (in case you have published academic work), including:

Published scholarly articles, contributions in scientific/academic publications, conference papers etc.

- **Professional Working Experience**, including:

Places you have worked, you position, short description of responsibilities and duties, beginning and ending year of each job etc.

NOTE: Although all types of work experience are important, it is recommended that you give a higher priority to those jobs which have some relevance to your academic background or your intended academic programs in the future.

- **Language Knowledge and Qualifications**, including:

Name and level of proficiency (beginner, intermediate, advanced, native etc.) of any language you know, name and score of any official language tests you have taken etc.

NOTE: As a minimum band score of 5.5 in IELTS, or its equivalent TOEFL iBT (minimum 69) or TOEFL PBT (minimum 525), is an admission requirement here at TUMS, it is highly recommended that you provide the score of any standardized English language test you have taken in this section. Write your TOEFL and IELTS scores in this part, providing the score of each test section, i.e. Reading, Listening, Speaking and Writing.

- **Notable Skills**, including:

Computer skills such as adequate familiarity with different software, social skills such as public speaking and lecturing, language skills such as translation or editing, etc.

- **Honors and Awards**, including:

Any notable awards, certificates or honors you have received during your academic career in contests, seminars, workshops as a result of high-quality performance or excellence in your specific academic field of interest or line of work.

- **Interests and Hobbies**, including:

Academic interests such as various fields of study in which you are interested, research interests etc., as well as personal interests and hobbies such as music, sports, arts etc.

- **References**, including:

Name and contact information (especially email addresses) of references, primarily your university teachers and professors or references who know you in a professional working capacity, i.e. from your jobs