How to use your graduate CV pack

Adam Hassan, the university, the company and every number are fictional. Read the example, then write your own CV in the blank file. Do not copy the lines.

The full page on our website
careermena.com/cv-templates/graduate-cv/

7 checks for a first CV

1. **One page.** Education comes first because it is your strongest section.
2. **Write your graduation project like a job.** Say the problem, your method and the result in one sentence, without labels. Give the result against a starting point: "30% less water than the fixed-timer plot".
3. **Show your GPA with its scale.** "3.5 of 4.0", "82%", or the grade word your transcript uses ("Very good"). If your GPA is low, you may leave it out unless the employer asks.
4. **Put internships under EXPERIENCE.** Hiring systems look for that heading; the job title ("Intern") says what it was.

5. **Name your tools.** "Python, Linux, PostgreSQL" is clearer than "computer skills". No rating bars or stars.

6. **No full-time job yet? Say what you can do.** A profile line such as "I have not worked full time yet; in my internship I..." is honest and leaves a good impression.

7. **Save it the way portals read it.** .docx or a PDF made from Word, a small file, named like Adam-Hassan-CV.pdf.

Not an engineer? The same layout works for any graduate. A business graduate puts a case competition or a research paper where Adam has his project; an education graduate puts the teaching placement there.

Photo and nationality: your choice. Add nationality when a programme or job sets a nationality rule or the employer's form asks. Leave the photo out of the CV file (Greenhouse, a widely used hiring system, lists photos among the things that stop a CV from reading); upload it in the employer's form if the form asks. Leave date of birth, marital status, religion, and passport or ID numbers out of the CV; give them in the employer's form if it asks.

English or Arabic CV? Advice: upload the English CV when the portal or posting is in English. Use the Arabic CV when the application is in Arabic or the employer asks for it.

Your first job: a checklist

1. Prepare

- [ ] A one-page CV in English, and in Arabic if you will apply in Arabic.
- [ ] A LinkedIn profile that matches your CV (our 12-point LinkedIn checklist helps).
- [ ] Your transcript and degree certificate as PDF files you can upload.
- [ ] Certificate attestation. This is the official certification of your degree so it can be used in another country. Advice: ask each employer early whether it needs your degree attested, and start as soon as you hold an offer, because attestation can pass through several offices in turn (for a degree from a UAE university, for example, it starts with the attestation service of the UAE Ministry of Higher Education and Scientific Research). Follow the steps on the official page the employer names.
- [ ] Practice for interviews and online tests: our interview guide explains the answer structure employers ask for.

2. Where to look

- [ ] **Read the nationality line first.** Some graduate programmes and national platforms are for nationals only: Saudi Arabia's Jadarat platform, for example, lists jobs for Saudi citizens only. Skip what you cannot apply for.
- [ ] Employers' own graduate programme pages, on each employer's careers site. Check them every month.

- [ ] Official national platforms, if you are a national: Jadarat (Saudi Arabia's national job platform, for Saudi nationals), Nafis (the UAE's programme for Emiratis in the private sector).
- [ ] Verified jobs on careermena.com/jobs/, each with its closing date and nationality rule.

3. Apply

- [ ] Apply only on the employer's own page or the official platform.
- [ ] Keep a list: employer, role, closing date, date you applied, next step.
- [ ] Match each CV to the post: use the posting's words where they are true.

4. Protect yourself

- [ ] Never pay to apply, for training, for a visa or for "processing". In the UAE the employer pays recruitment costs; in Saudi Arabia the employer pays work permit and Iqama (residence permit) fees.
- [ ] Never send your passport, ID or bank details by chat.
- [ ] Check that emails come from the employer's own domain, not a free mailbox.

Free on CareerMENA

- Graduate programmes, explained: careermena.com/guides/gulf-graduate-programmes/
- Verified jobs: careermena.com/jobs/

Sources

Our editors read these official pages on 10 Nov 2026. If anything differs, the official page is the reference.

1. Jadarat: national platform; applicants must be Saudi nationals; jobs for Saudi citizens
   https://www.hrdf.org.sa/en/products-and-services/programs/individuals/other/jadarat/
2. Nafis for Emiratis in the private sector
   https://u.ae/information-and-services/jobs/employment-in-the-private-sector/emiratis-employment-in-private-sector
3. UAE: employer pays recruitment costs
   https://u.ae/en/information-and-services/visa-and-emirates-id/Visa-information/tips-to-avoid-labour-and-visa-fraud
4. Saudi: employer bears permit and Iqama fees (Art. 40)
   https://www.hrsd.gov.sa/en/knowledge-centre/articles/64434-0
5. Photos as a parse risk
   https://support.greenhouse.io/hc/en-us/articles/200989175-Unsuccessful-resume-parse
6. Attestation of a UAE university degree starts with the ministry's service
   https://www.mohesr.gov.ae/En/EServices/ServiceCard/pages/AttestationReggraduate.aspx