

# JOB SEARCH TIPS FOR SAUDI ARABIA STUDENTS

## WORKING ENVIRONMENT

- In the United States, people speak frankly, they put themselves first, show up on time, and they like to argue.
- The Culture in Saudi Arabia is more focused on group aspects and what the group can do to succeed. There is a low degree of disagreement when it comes to authority. They like to extend time when it is needed for projects. Lastly, employers rarely give negative feedback to their employees.

## Resumé Examples

### United States

James M. Doe james-doe5555@yahoo.com  
555 W. Interview St., Houston, TX 55555  
(555) 555-5555

#### SUMMARY

Enthusiastic, well-organized University of Tulsa master's candidate with a strong work ethic. Results- and team-oriented leader, with a demonstrated willingness to "go the extra mile" to achieve success. Creative, collaborative, artful communicator who effectively utilizes communication skills and market research tools to develop and present business plans and new ideas to effect change.

#### EDUCATION

The University of Tulsa - Tulsa, OK  
Master of Science in Marketing  
May 2018 Expected

The University of Tulsa - Tulsa, OK  
Bachelor of Science in Business Administration  
May 2016  
Major: Marketing Minor: Management  
• GPA: 3.5/4.0

#### HONORS/ACTIVITIES

- Dean's Honor Roll
- Fellowship of Christian Athletes
- Academic All-Conference
- Corporate Challenge – Volunteer
- Student Athlete of the Week

#### EXPERIENCE

Smith & Smith Insurance Agency - Houston, TX  
Summer 2016

##### Marketing Intern

- Used demographic information to identify potential clients resulting in a 28% increase in new customer accounts
- Created an Access database and prepared a direct mail campaign
- Responded to inquiries and distributed information related to policy costs
- Referred potential clients to sales agents for follow-up
- Demonstrated eagerness to learn and willingness to take initiative

JCPenney - Houston, TX  
January 2016

September 2012-

##### Sales Associate

- Worked 20 hours a week while attending school full-time
- Assisted customers in selecting athletic attire and footwear
- Counted and balanced cash drawer at opening and closing
- Commended for strong interpersonal skills and commitment to quality service

ABC Fixture Company - Houston, TX  
Summer 2012

##### Warehouse Worker

- Retrieved selected pieces of furniture and loaded trucks for delivery
- Recognized for dependability and strong work ethic

### SAUDI ARABIA

Osman Ajmal

Address: P.O. Box 2231, Riyadh, Saudi Arabia

Telephone:

996-1345-7989

Email:

Citizenship:

[osman.ajmal@yahoo.com](mailto:osman.ajmal@yahoo.com)

Date and

Place of

Birth:

Algeria

16 January 1990 Algiers

#### PROFESSIONAL SKILLS

- Create project methodologies
- Implement projects
- Conduct controlled experiments

#### EDUCATION

June 2015 Electrical Engineering MS/PhD, *King Abdullah University of Science and Technology, Saudi Arabia*

June 2011 Bachelor of Mathematics, *Université des Sciences et de la Technologie Houari Boumediène, Algeria*

#### EXPERIENCE

January – June 2013

Research Intern, ABC Research Lab

- Conducted a study that looked at the time lapse between entering command for a financial transaction to commence and actual commencement.

October –November 2012

Student Project, *Université des Sciences et de la Technologie Houari Boumediène, Algeria*

- Conducted a study on differential space time codes for Multiple Input Multiple Output (MIMO) systems.

#### COMPUTER SKILLS

Software: VB.Net, MySQL, C/C++, VHDL, XHTML/CSS, PHP, Java

#### LANGUAGES

- French and Arabic – Native
- English – Proficient

# Tips for Building A Resumé for the United States

- A resumé should include your most recent relevant work and education experience.
- Common elements: your experience, education, special skills, outstanding career achievements and professional affiliations.
- American employers typically prefer resúmes that are presented in a reverse-chronological format, with your most recent employment and education listed first.
- The appropriate length and content of your resumé depends on your work history, field of employment, educational experiences and level of responsibility. In most cases, if you are not applying for a management-level position, you should submit a one-page document.
- A resumé or Curriculum Vitae (CV) is the primary tool that US employers use to choose whom they will interview for a position.
- The field in which you are seeking employment will determine the type of document that is appropriate to submit as a record of your work and educational history. Most American companies prefer that potential employees submit resúmes that focus on their work and educational experience.

## Differences in Saudi Arabia

- Saudi employers typically request CVs from job applicants. CVs are generally limited to one page.
- The rules you apply to your CV are the same as those you should follow when writing your cover letter. Look closely at the job advertisement, research the company and then customize the CV to the specific job opening. If you are sending your CV via email, consider converting the file into a PDF to ensure the integrity of the document's formatting. As a final step, carefully check the grammar, syntax and spelling in the CV.