

Apply

CV

SHAYESTEH.IR

APPLY COURSE SECTIONS

- Introduction
- Language Test Scores
- CV
- SOP
- Finding Universities & Professors
- Interview (Professors)
- Recommendation letters
- Fund
- Apply Australia
- Apply Europe
- Apply USA & Canada
- Interview (Visa)

CV VS. RESUME

- A resume is a one (to two) page document presenting key facts about your professional experience, educational background, and skills. A CV (Curriculum Vitae) is a longer document that details the whole course of your career. A resume is used for job search, a CV—for academic purposes.

STRUCTURES

- Photo
- Name (Passport)
- Date of Birth (Passport)
- Education (Mention Top rank universities) (Order and years) (Scaling Grade 4 (USA & Canada), 20 (Australia))
- Research Interest (Professor Interest)
- Honors and awards (Olympiad, Top rank student, Fully Scholarship, Entrance Exam (Top 4%), selected courses)
- Publications (ready to submit)
- RA (Research Assistant) & TA (Teacher Assistant)
- Work Experience
- Projects (Academic or Occupational pertain to major with date and professors)
- Seminars & Conferences & Presentations
- Skills & Certificates
- Languages
- Software and Programming Languages (Websites Owner & Co-founder)
- References (Professor rank, Publications, Professor Email, ...)
- Hobbies & Charities (Extracurricular Activities)

RULES

- Brief and Concise
- Highlight your strength
- Dim your weakness
- Don't Lie
- JUST Australia: You can Write Persian CV and Translate NAATI (Google it)

JOB DESCRIPTION

- Employer name
- Dates of employment
- Address and telephone number
- Job title
- Job description (Briefly describe your duties)
- Supervisor's Surname (Just in DS 160)
- Supervisor's Given Name (Just in DS 160)
- Postal Zone/Zip Code (Just in DS 160)

1.
 - a. Tosee Ofogh Payandeh
 - b. 2 Dec 2013 - 20 Jan 2014
 - c. 4th Floor, No. 29, Second Alley, Pakistan Street, Beheshti Street, Tehran, Iran, Tel: +982142191919
 - d. Export and Import Assistant
 - e. Assistant of marketing manager for selling grocery goods to international customers
2.
 - a. Karafarin Bank
 - b. 21 Jan 2014 - 26 Jun 2014
 - c. No. 97, Nahid Gharibi St., in front of Mellat Park, Valiasr St., Tehran, Iran, Tel: +982123350
 - d. International Planner in Marketing Department
 - e. Assistant of marketing department for international strategies

MILITARY SERVICE (ADMINISTRATIVE PROCESS)

- Did you serve in the Iranian Military?
- In which branch did you serve – Artesh (Ground, Air, or Navy), IRGC (Ground, Air, or Navy), or Police?
- Where did your service take place (i.e. Tehran, Esfahan, etc.)?
- When did you begin and end your military service? Please explain any reductions in time served.
- What was your rank at the time you completed your military service?
- What were your duties and responsibilities? (Military Speciality (DS 160))
- If you performed an alternative service, such as a research project with National Elites, please provide the branch, dates, and location of any military training you received.
- What were your reasons for exemption?
- Was any period of training or service required prior to the exemption? If so, provide the branch, dates, and locations.
- Please provide a scan copy of your original military exemption card.
- Were you a member of Basij? If **YES**, please provide the dates and location of your training and membership.
- Please provide a scan copy of your military service card or exemption card (both sides), along with official translation. If you are currently exempt for ongoing education, please provide documentation detailing the bond you paid to depart Iran, with English translation.

DS 160

- Last 5 years
- Home Address (State/Province, Postal Zone/Zip Code, Country/Region)
- Email Addresses
- Phone Numbers (Home, Work, Cell)
- Social Medias (Instagram, LinkedIn, Telegram, Twitter, ...)
- Passport Expiration Date
- Travel Plans
- Father's Name
- Relatives in destination
- Friends in Iran (2)
- Jobs (3)
- Supervisor's Surname
- Job Supervisor's Given Name
- Have you belonged to, contributed to, or worked for any professional, social, or charitable organization? (Name of Organizations)
- Do you have any specialized skills or training, such as firearms, explosives, nuclear, biological, or chemical experience?
- Have you ever served in, been a member of, or been involved with a paramilitary unit, vigilante unit, rebel group, guerriella group or insurgent organization?

CV FORMATS

- PDF (link or File) (Don't send word format)
- Websites (<https://cvbuilder.me/>)
- Latex (google it)
- Adobe Illustrator Files (Shutterstock, ...)
- Online CV builders (<https://cvbuilder.me/>)
- LinkedIn (Updated)

TIPS

- Check your CV with Grammarly, Gmail, Office, ...
- No problem with Update CV but try not to change
- Maybe you need specialized CVs for each professor based on his/her research interest (Filing)
- Don't mention (or dim at least) sensitive Majors, Companies, Projects, ...
- Check your CV with Technology Alert lists ([download link](#))

BOOK

- English For Academic CVs, Resumes, And Online Profiles ([link](#))



THANK YOU

SHAYESTEH.IR

2021