

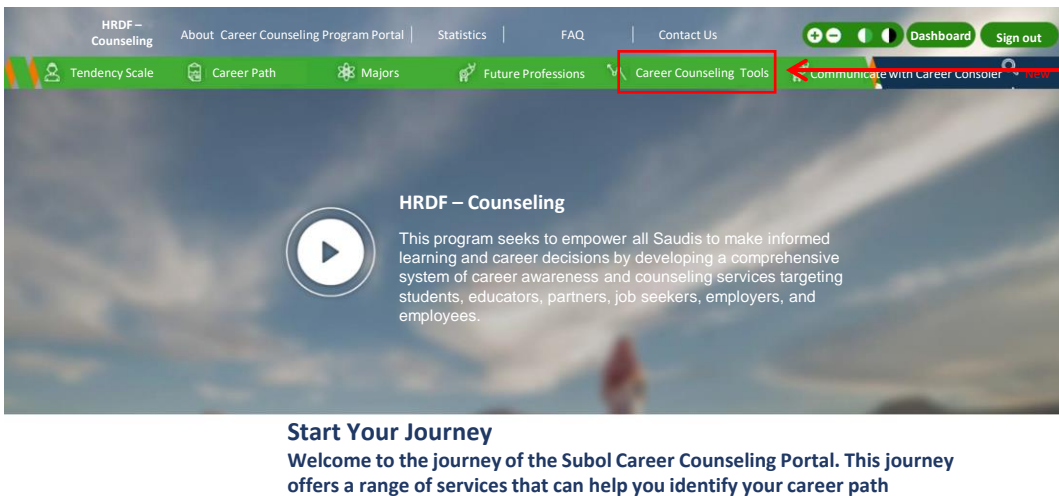


User Manual

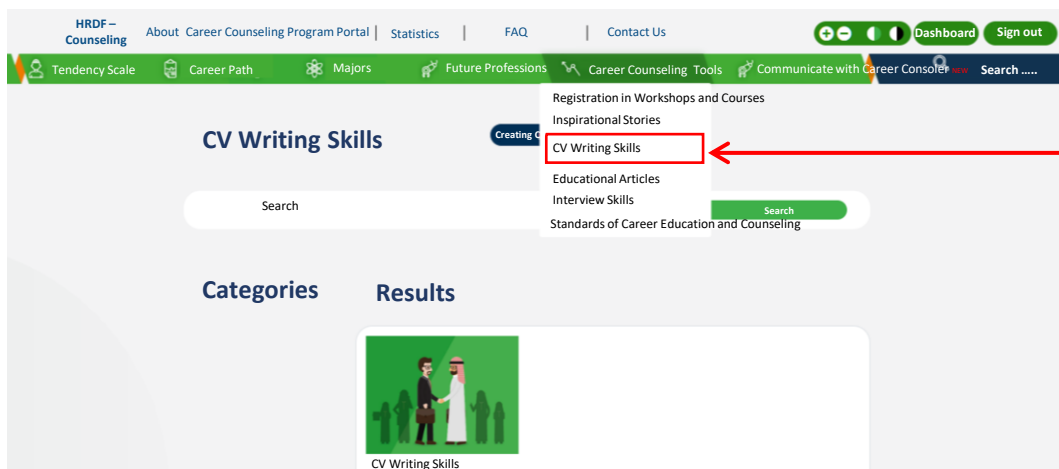
For Remote Career Counseling-
Creating a CV

Creating a CV in Subol Portal

The CV creation service is designed to assist individuals in creating a professional resume that showcases their skills and experience, enhancing their chances of getting a job. The service can be accessed through the following steps:

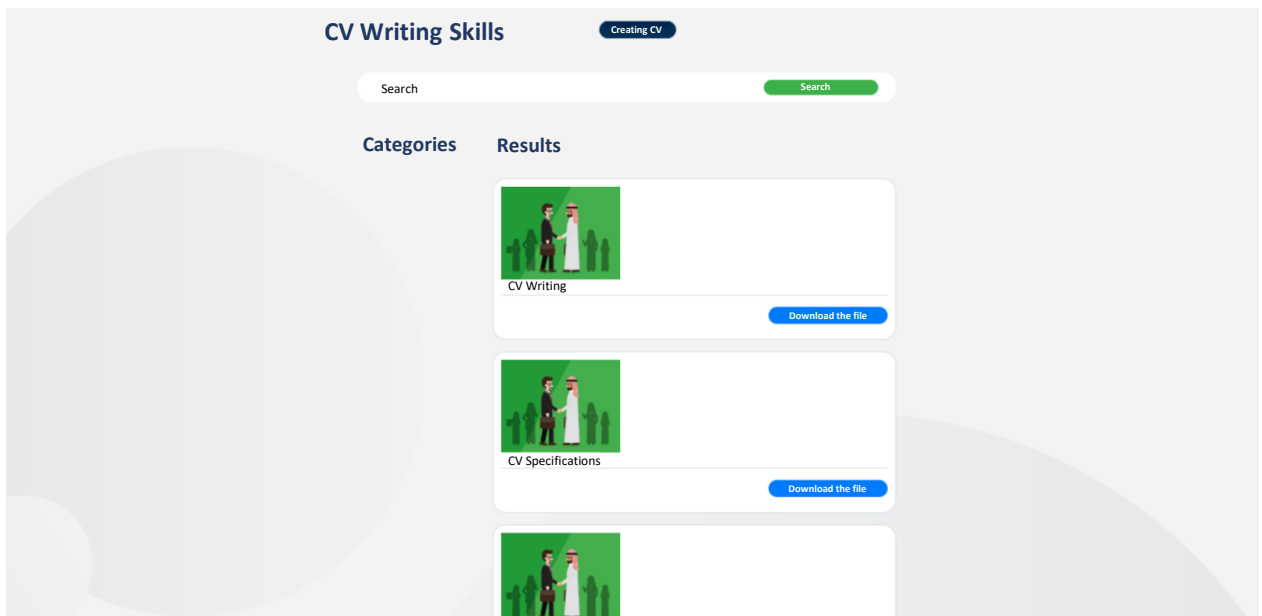


On the homepage of the Subol Career Counseling Portal, the "Career Counseling Tools" service appears.



Click on "CV Writing Skills" to benefit from the service

Proceed with the following steps:



Several files are available to help the beneficiary in creating a CV:

- CV Writing.
- CV Specifications.
- CV Writing Guidelines.
- Brief Tips for Creating a Good CV.

CV Writing Skills

CV Writing Skills

Creating CV

Search

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Categories

Results



CV Writing

Download the file



CV Specifications

Download the file



A CV is created
by clicking here.

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Sixth Phase

Sixth Phase

CV Creation Phase: It is a preliminary overview of the person and plays an important role in highlighting education qualifications and achievements.

To start
Select the appropriate Language

Arabic

Selecting the
Appropriate
Language for
Creating a CV

CV Writing Skills

In the first section, enter your personal information.

Personal Information

Name * This field is required **Mobile *** This field is required

Province * Please select **Birth Date**

City * Please select **Email *** This field is required

☐ I don't mind relocating for the job. **Gender** Male

Your Job Targets

Your Job Targets

250 words

* Required

Save and Continue

In the second section, add your educational qualifications.

Education

Academic Qualifications

Add

* Required

Save and Continue

CV Writing Skills

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Search.....

✓ Personal Information

✓ Education

✓ Certificates

✓ Experiences

✓ Export

Courses and Workshops

Add

Skills

Personal Skills

Add

Languages

Add

Required

Save and Continue

In the third section, add your
courses, workshops, skills, and
languages.

CV Writing Skills

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Professional and Volunteering Experience for the CV

- Personal Information
- Education
- Certificates
- Experiences
- Export

Professional Experience

Add

Volunteering Experience

Add

Required

Save and Continue

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In the fourth section, add your professional and Volunteering experiences

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Export

- Personal Information
- Education
- Certificates
- Experiences
- Export

Review and Print

Export to PDF File

Export to Word File

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In the fifth section, review your CV and export the file as a PDF or Word file

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