



# QUICK GUIDE TO APPLYING FOR JOBS IN THE UAE

## KEY INFORMATION



Start early! It can take six months or more to secure a post. Timing is key, the majority of employers recruit January to March, avoiding Summer and Ramadan.

Register with a reputable agency as many businesses hire through head hunters.

Use your network, the hiring of internal and employee referenced candidates is common. Knowing someone improves your chances of success significantly.

Pay attention to what you show online – ensure anything public is professional. Set up profiles on LinkedIn and Bayt, complete a full profile and share material relevant to the industry of interest.

Don't apply for jobs you are not qualified for – employers see this as a candidate who lacks awareness and direction.

You'll usually undergo a face-to-face interview and a medical examination before being offered a job.

Take a copy of your passport, photographs and an extra CV to every interview.

The working week runs from Sunday to Thursday. Friday and Saturday are rest days.

Employees are entitled to 22 days of annual leave. You may also have 10 days of national holidays, depending on the timing of Eid.

You will not pay income tax on your earnings.

## CV STYLE TIPS



Two full pages are preferred and will attract more attention.

Sell your skills – stating the outcomes or results of your work is important.

CVs that stand out because of colour, font, style, size are more likely to get binned than read. Exceptions perhaps for jobs in advertising, or art-related jobs.

Use Times New Roman (12pt) for printed CVs, or at least a serif font. If your CV is available online, use Verdana or Tahoma (12pt), but edit your page so that the printed version uses a serif font.

## THINGS TO INCLUDE ON A CV



Name – it's vital that the details match those in your passport exactly, in every piece of employment-related correspondence, formal or informal.

Contact details – it's really important that international applications include international area codes.

Nationality and visa status.

Language skills.

Objective/profile – if you are not based in the UAE, make sure you state that you are willing to re-locate in this section.

Some companies may want you to include a photo, your date of birth and marital status. This is more common with local companies so do your research.

### Education

- Specify qualifications – include names of institutions and countries and don't abbreviate.
- If you studied outside the UAE, state how the qualifications are internationally recognised.

### Employment History

- Include all locations (city and country) of previous companies.
- Include exact employment dates (month and year sufficient).
- Specify whether employment was full / part time.

## WRITING A CV



Don't hand-write your CV (or application letter) unless it is specifically asked for.

Adjust the format and style of your CV to suit the preferences of the reader – your audience could be from the UK, USA or elsewhere, so check for particular requirements.

Decide on the order – after your personal details and objective – it may be more appropriate to put your education or employment history first. Whichever you choose, you should list in reverse chronological order.

## WRITING A COVER LETTER



Cover letters are generally only required if you have not been asked to complete an application form.

Keep it short and snappy.

Find out the name of the person you are writing to and address the letter to them. Sign it "Yours sincerely". If you know the name of the person you are writing to.

Include your most important attributes that are relevant to the job application. Use the job advert to tailor your letter specifically to the job requirements.

If you are applying for a graduate scheme with different options, state which one you are interested in.

State your connection with the region.

Include a call to action – "please contact me at +971-04-0000000 to discuss this opportunity further".

## JOB SEARCH – ONLINE



Bayt.com is a job portal dedicated solely to job opportunities in the Middle East. The site regularly posts the trends in the recruitment industry and tips for job seekers and employers.

Gulf News Classifieds is a respected publishing industry in the Middle East and built a web presence in 1996. It also runs a job portal listing job vacancies.

Totaljobs.com is a UK-based recruitment site and a part of the Totaljobs Group Ltd. It is one of UK's largest and fastest growing recruitment agencies.

Khaleej Times is the first newspaper to be launched in the UAE. With its dedicated distribution network, it is a popular newspaper in the recruitment sector.

Naukrigulf.com is the fastest emerging job site and a big online platform for jobseekers and employers. Launched in 2006, it has a unique presence in Gulf countries, especially the UAE.

## WRITING AN EMAIL TO AN EMPLOYER



Short but targeted subject line – "Finance Manager with 14-yrs Experience for Nakheel Properties".

Personal – find out who you should be contacting, do research on them, and address the email to them.

If speculative, don't immediately ask for a job – build rapport by asking about their industry or company.

Write 1-2 short paragraphs in the body of the email as a short version of your application letter. Don't waffle. If it's poor, the rest of your application will be ignored.

Finish your email with your full name and telephone number (include international code if not in UAE).

Attach your CV and application letter as PDF documents.

Smart file name – "John Smith Finance Manager CV.pdf".

## JOB SEARCH – AGENCIES



Some of the best reviewed agencies in the UAE include:

Jivaro Partners – marketing and communications jobs

ESP International – conferences, events and hospitality jobs

MCG and Associates – PR, publishing, marketing and communications jobs

Robbert Murray – development, construction, engineering and public sector jobs

BAC Middle East – engineering, marketing and management jobs

If you decide to work through an agency, look for companies that take commission on the employer's end, not yours. Be wary of recruiters that collect high fees from job-seekers: these tend to be scams.

## FURTHER HELP



Ask a careers question, or send your CV, covering letter, application or personal statement, and receive feedback from a careers adviser by emailing: [dubaicareers@contacts.bham.ac.uk](mailto:dubaicareers@contacts.bham.ac.uk).

Go to the Careers Service website for help with applying for jobs, interviews, assessment centres and psychometric tests: [www.intranet.birmingham.ac.uk/dubai/careers](http://www.intranet.birmingham.ac.uk/dubai/careers).

Search online for internships, part-time jobs and graduate opportunities: [www.intranet.birmingham.ac.uk/dubai/findjobs](http://www.intranet.birmingham.ac.uk/dubai/findjobs).

Book a careers appointment by emailing: [dubaicareers@contacts.bham.ac.uk](mailto:dubaicareers@contacts.bham.ac.uk).