Ahmed Amin

LinkedIn | Email | Phone Number | Address | Personal Website

EDUCATION

University

Degree/Major   *Dates*
- GPA, Awards, etc.

PROFESSIONAL EXPERIENCE

Company

Position.   *Dates*
- Here you have to write down your "**accomplishment**" not responsibilities. You have to first start with a verb. If you're still working in the same job use "**Ing**" if you left the job use "**ed**"
- The first verb should be a strong one that really conveys what you did in your job. **Find the verb bank in Substack newsletter.**
- Usually, you start by typing the verb and what you did after that mentions skills you used to do the task/project and if possible, adding numbers and achievements would be great.

Company

Position   *Dates*
- There's one simple formula that I use from the former SVP of Google, Laszlo Bock. **Accomplished [X] as measured by [Y] by doing [Z].**
- Here's an example from my resume: Increased our funds by **400%** raised from **10k to 40k** a year by implementing successful communications & sales strategies with stakeholders.
- As you can see, this is so much better than: Increased our fundraising and sponsorship this year with strategies.
- Using the numbers and the formula makes it clear what you did and how and the degree of impact you had on the organization.

EXTRACURRICULAR ACTIVITIES

Club Name/Organization

Position   *Dates*
- This section is a fantastic opportunity to highlight your skills and experience, especially if you're starting out in your career. Even if your work experience is limited, you can make up for it by excelling in this section.
- Make sure to use the same formatting and style that mentioned above, especially Laszlo formula.
- Ideally, aim to include 2 to 4 bullet points that showcase your accomplishments. The section below you can use as a guide, but feel free to tailor it to your own experiences.

EPSF-AAST

External Relations Chairperson   *Oct 2021 - Oct 2022*
- Recognized as a "**Rising Star**" in EPSF across 38 universities in Egypt, for outstanding contributions to the organization's growth and impact.
- Increased our funds by **400%** raised from **10k to 40k** a year by implementing successful communications & sales strategies with stakeholders.

PERSONAL PROJECT

Project Name
- This section is optional as well, but I had to talk about it. If you're struggling to get experience, make yours. Find a skill you want to improve and work on it and start building your portfolio.
- It's a great way for anyone, especially those in entry-level positions, particularly in design or programming, as you have a skill that can be easily put into action.

SKILLS
- This section is simple. You should only write technical & hard skills that you don't get the chance to add in your experience. Technical Skills: Used for testable and tangible skills that you are using (e.g., Word, Excel, Python, Kanban, Figma, SQL, etc.).