SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

Gulf job kit — sample pack

Prepared for Mohammed Zayan (fictional) · Open to UAE, Saudi Arabia and Qatar · Sample – fictional details. The people, employers, universities and addresses do not exist.

A typical Gulf kit includes a professional CV (see the separate Gulf CV sample), a short cover letter, a photo and document checklist, and notes on how Gulf CVs usually differ from an ATS resume used in India or the US.

What is in this kit

1. Experience-led professional CV, with an optional photo box (separate sample).
2. One-page cover letter in formal English.
3. Checklist of documents often requested at offer stage (passport, colour photograph, education certificates, experience letters). We do not attest documents in this kit; see the attestation guide if you need the steps.
4. Notes: many Gulf employers still expect a photograph, nationality, visa status and a short personal section. Say if you do not want any of those fields.

Sample cover opening

> I am a maintenance engineer with eight years in Kochi port and yard work, and I am applying for the rotary-equipment role in your Abu Dhabi workshop. I am available to relocate on a company visa.

Photo and file notes

- Photograph: recent, plain background, formal dress, if you choose to include one.
- File names: Firstname_Lastname_CV.pdf — no special characters.
- We do not log into job portals as you, and we do not apply on your behalf.