

How to Write a Professional Resume (CV) in 2026: The Ultimate Guide

Writing a professional resume (CV) is the first and most important step to getting your dream job. In 2026, the job market has become more competitive, and employers use advanced technology to scan resumes. A good CV is no longer just a list of your previous jobs; it is a marketing tool that shows your value.

This complete guide will help you create a modern, professional CV in English. You will learn the essential sections, how to use the right keywords, and how to make your resume stand out in 2026. Whether you are a fresh graduate or an experienced professional, this article is for you.

Why a Professional CV is Essential in 2026

Most companies today use **ATS (Applicant Tracking Systems)** to filter resumes before a human even looks at them. Because of this, your CV must be:

Well-organized with clear headings.

Keyword-optimized for the specific job.

Easy to read for both AI and humans.

Brief and professional (usually 1-2 pages).

A high-quality English CV shows that you have the communication skills needed in today's global business environment.

Key Sections of a Professional CV and How to Write Them

Below are the essential parts of a modern CV, with clear explanations and examples you can use.

1. Contact Information (المعلومات الشخصية)

This section should be at the very top. Keep it simple and professional.

- **How to write it:** Include your full name, professional job title, phone number, a professional email (e.g., name.surname@email.com), and your LinkedIn profile.
- **Example:**

"John Doe | Digital Marketing Specialist | +123 456 789 |
john.doe@email.com | [LinkedIn.com/in/johndoe](https://www.linkedin.com/in/johndoe)"



2. Professional Summary (الملخص المهني)

This is a short paragraph (2-3 sentences) that tells the employer who you are and what you can offer.

How to write it: Focus on your years of experience, your top skills, and your biggest achievement.

Example:

"A highly motivated Sales Manager with 5 years of experience in retail. Proven track record of increasing sales by 20%. Skilled in team leadership and customer relationship management."

3. Core Skills (المهارات الأساسية)

In 2026, employers look for a mix of **Hard Skills** (technical) and **Soft Skills** (interpersonal).

How to write it: Use bullet points for easy reading.

Example:

Hard Skills: Data Analysis, Python Programming, Graphic Design.

Soft Skills: Problem-solving, Time management, Leadership.



4. Work Experience (الخبرة العملية)

This is the most important section. List your jobs in **reverse chronological order** (newest first).

How to write it: Use action verbs like "Managed," "Created," "Improved," or "Developed."

Example:

English Teacher | ABC School | 2022 – 2025

Developed weekly lesson plans for 100+ students.

Improved student exam scores by 15% using interactive tools.

5. Education (التعليم)

List your degrees and certifications clearly.

How to write it: Mention the degree name, the university, and the graduation year.

Example:

"Bachelor of Business Administration | University of Rabat | 2021"



Important Tips for a Winning CV in 2026

To ensure your CV gets noticed, follow these professional tips:

Use a Simple Layout: Avoid too many colors or complex graphics that might confuse AI scanners.

Quantify Your Achievements: Use numbers (e.g., "Increased revenue by 10%" instead of "Increased revenue").

Tailor Your CV: Change your keywords for every job application to match the job description.

Proofread: Ensure there are zero grammar or spelling mistakes.

Save as PDF: This preserves the formatting across all devices.



How to Practice English for Your CV

Building a great CV requires professional vocabulary. You can:

1. **Read Job Descriptions:** Look for words that employers repeat often.
2. **Use Action Verbs:** Practice writing your achievements using strong English verbs.
3. **Use AI Tools:** Use tools like ChatGPT to help you rephrase your sentences professionally.
4. **Download PDF Templates:** Use pre-made professional templates to guide your writing.

Final

Your CV is your ticket to an interview. In 2026, simplicity, clarity, and the right keywords are the keys to success. Don't worry if your English isn't perfect; focus on being clear and professional. A well-structured CV tells the employer that you are organized and serious about your career.