



Job Search and Career Tools

[A tailor-made PurpleCV will set you head and shoulders above the competition.](#)

Resume Templates

1. Traditional Resume:

- a. Best for: Corporate roles like accounting, administration, and HR.
- b. Features: Simple, clean layout with sections for summary, skills, experience, and education.

2. Creative Resume:

- a. Best for: Creative industries like marketing, design, media.
- b. Features: Modern design elements with space for a portfolio link and sections for creative projects.

3. Skills-Based Resume:

- a. Best for: Career changers or those with a varied work background.
- b. Features: Emphasizes skills and competencies over chronological job history.

4. Academic Resume (CV):

- a. Best for: Academic and research positions.
- b. Features: Sections for research, publications, presentations, and professional affiliations.

5. Entry-Level Resume:

- a. Best for: New graduates or those with limited experience.
- b. Features: Focuses on skills, education, and internships, with guidance for highlighting relevant coursework.

Resume Templates

1. Traditional Resume

- **Contact Information:** Name, phone number, email, LinkedIn profile.
- **Professional Summary:** 2–3 sentences summarizing experience, skills, and career goals.
- **Work Experience:** List of positions in reverse chronological order, with job title, company, dates, and bullet points describing accomplishments.
- **Skills:** Relevant skills grouped by category (e.g., technical, organizational).
- **Education:** Degrees, certifications, or relevant coursework.
- **Additional Sections:** Optional sections like "Languages" or "Volunteer Experience."

2. Creative Resume

- **Contact Information:** Name, phone number, email, social media links (e.g., portfolio, Instagram for visual roles).
- **Personal Statement:** Brief statement focusing on creativity, passion, and what you bring to a creative role.
- **Work Experience:** List of positions with a focus on creative contributions, like projects or campaigns.
- **Projects:** Highlight key creative projects with a short description and role.
- **Skills:** Technical and creative skills (e.g., Adobe Suite, branding).
- **Education:** Relevant studies, training, and certifications.
- **Portfolio Link:** Link to an online portfolio or personal website.

3. Skills-Based Resume

- **Contact Information:** Name, phone number, email, LinkedIn profile.
- **Professional Summary:** 2–3 sentences highlighting key skills and strengths.
- **Skills and Competencies:** Key skills listed with examples of how they've been applied.
- **Relevant Experience:** Brief summaries of past roles related to skills, with examples of outcomes.
- **Education:** Degrees, certifications, or relevant training.
- **Additional Sections:** Optional sections like "Community Involvement" or "Professional Affiliations."

4. Academic Resume (CV)

- **Contact Information:** Name, phone number, email, LinkedIn profile, or ORCID (for researchers).
- **Research Summary:** 2–3 sentences summarizing research interests and expertise.
- **Education:** Detailed information on degrees, including thesis topics or dissertation titles.
- **Research Experience:** Research roles with detailed descriptions of projects, funding, and outcomes.
- **Publications:** List of publications in relevant citation format.
- **Conferences and Presentations:** List of conferences, presentations, and posters.
- **Professional Memberships:** Associations or academic memberships.
- **Additional Sections:** Optional sections like "Awards and Honors" or "Teaching Experience."

5. Entry-Level Resume

- **Contact Information:** Name, phone number, email, LinkedIn profile.
- **Objective:** A short statement about career goals and eagerness to learn.
- **Education:** Degree, university, relevant coursework, or GPA if recent graduate.
- **Skills:** Relevant skills and any technical proficiencies.
- **Experience:** List internships, part-time roles, or volunteer experience relevant to the position.
- **Projects:** Relevant class projects or group projects with brief descriptions.
- **Additional Sections:** Optional sections like "Extracurricular Activities" or "Honors."

Cover Letter Templates

1. Standard Cover Letter

- **Header:** Contact information, date, and employer's contact info.
- **Introduction:** Briefly introduce yourself, mentioning the job title and where you found the listing.
- **Body:** Two paragraphs highlighting relevant experience and accomplishments.

- **Closing Statement:** Summarize interest in the role and express eagerness for a follow-up.
- **Signature:** Close with a formal salutation and your name.

2. Creative Cover Letter

- **Header:** Contact information, date, and employer's contact info.
- **Introduction:** Personal introduction with a hook that reflects creativity or passion for the industry.
- **Body:** Two paragraphs with specific examples that showcase creative thinking and unique contributions.
- **Closing Statement:** Reiterate interest, emphasizing enthusiasm and cultural fit.
- **Signature:** Formal closing and signature.

3. Career Change Cover Letter

- **Header:** Contact information, date, and employer's contact info.
- **Introduction:** Briefly introduce yourself, mentioning the job title and explaining your interest in changing fields.
- **Body:** Two paragraphs on transferable skills and past experiences that are relevant to the new role.
- **Closing Statement:** Summarize why the new role aligns with your goals and express excitement.
- **Signature:** Close with a formal salutation and your name.

4. Technical Cover Letter

- **Header:** Contact information, date, and employer's contact info.
- **Introduction:** Briefly introduce yourself, mentioning the job title and technical background.
- **Body:** Two paragraphs detailing specific technical achievements and certifications.
- **Closing Statement:** Emphasize readiness to contribute to the team and express eagerness for a technical discussion.
- **Signature:** Formal closing and signature.

5. Internship or Entry-Level Cover Letter

- **Header:** Contact information, date, and employer's contact info.
- **Introduction:** Briefly introduce yourself, mentioning the job title and educational background.
- **Body:** Two paragraphs on education, internships, or volunteer work relevant to the role.
- **Closing Statement:** Summarize eagerness to learn and contribute, requesting a chance to discuss.
- **Signature:** Formal closing and signature

Interview Preparation Guides

A Complete Job Interview Skills Guide

[A complete Job interview Skills Programme](#)

This free online course will give you the tips and confidence to help you secure a position during a job interview. Are you preparing for a job interview? In this free online course, learn how to develop the best interview skills to help you be successful during the job interview process and secure a top job.

1. Commonly Asked Interview Questions and How to Answer Them:

- a. **Example Questions:** "Tell me about yourself," "What are your strengths and weaknesses?", "Why do you want to work here?"
- b. **Answering Tips:** Include sample responses that help candidates highlight their experiences, align with company values, and frame strengths confidently.
- c. **Behavioral Questions:** Guidance on using the STAR (Situation, Task, Action, Result) method for questions about past experiences.

2. Culturally Considerate Guidance:

- a. **Addressing Faith-Based Needs:** Tips for approaching topics like prayer accommodations, dress code, or religious observances respectfully.
- b. **Navigating Discriminatory Questions:** Advice on handling any questions about identity, race, or religion that could be inappropriate, with suggestions for gentle redirection.

- c. **Building Confidence:** Exercises or affirmations to boost confidence, such as reframing unique cultural or religious experiences as strengths in resilience, adaptability, and empathy.
- 3. **Strategies to Represent Unique Strengths:**
 - a. **Highlighting Unique Skills and Values:** Help candidates identify personal qualities like integrity, respect for others, adaptability, and teamwork.
 - b. **Preparing Personal Success Stories:** Tips on selecting examples that showcase accomplishments, whether in a professional, academic, or community context.
 - c. **Handling Questions on Gaps or Career Changes:** Advice on positively framing career shifts, time taken for family, or community roles.

Professional Development

Networking Skills

- **Virtual Networking for Remote Roles:** Include resources on networking remotely, such as LinkedIn mastery courses or tips on connecting in virtual job fairs.
- **Culturally Inclusive Networking:** Recommend resources on networking with cultural awareness, such as handling personal boundaries or expressing professional interests authentically in diverse settings.
- **Building Supportive Peer Networks:** Suggest community-focused groups or online forums (like Women Who Code, Lean In Circles) to help users build networks with peers facing similar challenges. Email; admin@muslimah-jobs.com

Negotiation Skills

- **Negotiating for Work-Life Balance:** Include resources on how to negotiate flexible work options or family-friendly benefits, relevant for working moms and professionals with specific scheduling needs.
- **Personalized Salary Calculator Tools:** see www.muslimah-jobs.com
- **Negotiation Skills for Women:** Recommend courses like “Women’s Negotiation Workshop” or articles that cover challenges and techniques tailored for women, especially in underrepresented fields.

Time Management

- **Faith-Based Time Management:**
- **1. Integrate Prayer Times with Daily Schedule**
- **Plan Around Salah:** Use prayer times as natural breaks throughout the day, helping to balance work and faith while creating moments to recharge.
- **Digital Reminders:** Use prayer apps or calendar reminders to stay on track, especially on busy days. Apps like Muslim Pro or Athan can notify you of prayer times based on location.
- **Workplace Accommodation:** If possible, consider flexible work options that allow you to perform salah comfortably. For in-office roles, arranging a designated prayer space or using break times for prayer can help integrate spirituality with work.
- **2. Set Intentions for Each Day (Niyyah)**
- **Daily Intentions (Niyyah):** Starting the day with an intention (like seeking to help others through work or aiming for excellence) aligns your actions with purpose, keeping productivity spiritually grounded.
- **Morning Routine:** Engage in a short morning routine after Fajr that includes gratitude journaling, reading Quran, or reflecting on goals. This can provide clarity and focus for the day ahead.
- **3. Use Islamic Time-Management Techniques**
- **Barakah-Based Planning:** Prioritize tasks that align with values and bring “barakah” (blessing) into time, making room for both work tasks and acts of kindness, like checking in on family or volunteering.
- **Scheduling in Blocks:** Structure time in blocks (similar to the Pomodoro technique) that accommodate your energy and focus, with short breaks for reflection or dhikr (remembrance of Allah) between tasks.
- **Sunnah Habits for Productivity:** Following practices from the Sunnah, such as starting the day early or not delaying tasks until the evening, can enhance productivity.

- **4. Prioritize Self-Care as Worship**

- **Physical Health:** Taking care of physical well-being—through hydration, nutritious meals, and rest—is an act of worship when done with the intention to keep oneself strong for worship and work.
- **Mental and Emotional Balance:** Prioritizing mental health practices, like mindful breaks or time with family, supports well-being, ensuring you can bring your best self to both work and worship.

- **5. Flexible Weekly Planning**

- **Jumu'ah as a Weekly Reset:** Fridays can serve as a time to reflect, plan, and set intentions for the week ahead. It's also a good day for catching up on any tasks that you may have missed.
- **Monthly Review and Reflection:** Monthly reviews (like on a new moon) can be a time to reflect on achievements, challenges, and personal growth goals. Setting aside monthly goals also keeps long-term aspirations in focus.

- **6. Balance Personal, Professional, and Community Goals**

- **Prioritize Community Involvement:** Align part of your week to community service or supporting others, which can bring a deep sense of purpose.
- **Scheduling Time for Learning:** Allocate regular time for Islamic studies, lectures, or skills relevant to work or personal growth, bringing constant growth and spirituality into your schedule.
- Faith-based time management allows you to balance professional and spiritual life, ensuring both productivity and a strong connection to your Deen. Let me know if you'd like more specific tools or resources!
- <https://alison.com/course/ultimate-time-management-unique-time-management-strategies?>
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- **Balancing Side Projects and Career:** Many may have entrepreneurial interests or community involvement. Adding resources on managing side hustles or volunteer work can help users balance multiple roles.
- **Wellness-Based Productivity:** [Faith Based Career Coaching](#)
- Faith-based career coaching with Muslimah Jobs, guided by **Raani and Coach Janet**, could offer a unique blend of professional guidance rooted in Islamic values. Here's

an outline for a potential coaching program that could benefit Muslim women at various career stages:

Faith Based Career Coaching



- **Program Outline**Faith Based Career Coaching
- **Setting Intentions and Defining Purpose (Niyyah)**
 - **Session Focus:** Help clients identify their core values and intentions, aligning their career goals with Islamic principles and their personal mission.
 - **Practical Steps:** Exercises in setting clear intentions for work, understanding how to bring barakah (blessing) into daily tasks, and prioritizing roles that align with their purpose and faith.
- **Faith-Driven Goal Setting**
 - **Session Focus:** Guide clients in setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-Bound) that also reflect their spiritual aspirations and community impact.

- **Practical Steps:** Creating short- and long-term plans that allow space for personal growth, worship, family, and community involvement, balancing worldly success with spiritual fulfillment.
- **Islamic Time Management and Productivity**
 - **Session Focus:** Equip clients with strategies to manage their time effectively around salah and other Islamic obligations.
 - **Practical Steps:** Integrating prayer times as natural breaks, using techniques like block scheduling and barakah-driven planning, and practicing habits that enhance both productivity and well-being.
- **Building Confidence and Resilience**
 - **Session Focus:** Addressing challenges specific to Muslim women, such as workplace discrimination or underrepresentation, and building resilience and self-confidence.
 - **Practical Steps:** Role-play exercises, affirmations, and mindset techniques rooted in Islamic teachings, focusing on patience (sabr), gratitude (shukr), and trust in Allah's plan (tawakkul).
- **Navigating Career Transitions with Faith**
 - **Session Focus:** Supporting clients through major career changes, such as returning to work, transitioning roles, or starting a new venture, with a faith-centered approach.
 - **Practical Steps:** Practical advice for CV and interview prep, Islamic guidance on making decisions (istikhara), and strategies for finding meaningful, faith-aligned work.
- **Continuous Personal and Professional Development**
 - **Session Focus:** Encourage lifelong learning, both in Islamic knowledge and professional skills, as part of holistic growth.
- PRICING per session \$200 £160

● Online Faith based Career Counselling Course

- **Personalized Coaching Plans:** Tailored sessions based on individual needs and career stages, ensuring a customized approach.
- **Community Support:** Private Sisters only group online for clients to connect, share experiences, and support each other in their faith-based career journeys.

● Faith-Based Career Coaching Online Course

- **Course Outline:**

- **Module 1: Setting Faith-Aligned Intentions**
 - Content: Importance of niyyah (intention), goal-setting exercises, integrating faith into career goals.
- **Module 2: Goal Setting and Time Management**
 - Content: Tools for SMART goals, Islamic time management principles, incorporating prayer and self-care.
- **Module 3: Building Confidence and Resilience**
 - Content: Strategies for handling workplace challenges, affirmations rooted in Islamic teachings, trust in Allah's plan.
- **Module 4: Effective Networking and Self-Advocacy**
 - Content: Networking basics, personal branding, culturally sensitive networking tips.
- **Module 5: Negotiation Skills and Career Growth**
 - Content: Salary and benefits negotiation, asking for flexible work options, growth strategies in alignment with faith values.
- **Module 6: Navigating Career Transitions**
 - Content: Preparing for changes in roles, using istikhara for major decisions, balancing professional development with personal life.

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Pricing Tiers

- **Basic Package**
 - **Access:** All core course materials, downloadable worksheets, and access to community forums.
 - **Price:** £150
- **Standard Package**
 - **Access:** Core course materials, worksheets, community forums, and two live Q&A sessions with Raani or Coach Janet.
 - **Price:** £250
- **Premium Package**
 - **Access:** Everything in the Standard Package plus 1:1 coaching call, priority email support, and a certificate of completion.
 - **Price:** £500
- **Payment Plan Option**
 - **Option:** Available for Standard and Premium Packages, split into three monthly payments.

[Career Course More information and Registration details](#)

Pay it Forward Donation

Support a sister in need by contributing to a fund that allows those unable to pay to access this life-changing course. Your generous donation ensures that every woman, regardless of financial means, can benefit from faith-based career coaching and empowerment.[pay it forward donation for a Sister with no available funds to access the Career Course or Free 121 Coaching session](#)

- **To Donate Anonymously:** [Insert anonymous donation link here]
- **For More Information:** If you'd like more details or have any questions, please email us at [write to us here for more info](#)

Your kindness helps create opportunities for others, fostering a stronger, more inclusive community. Thank you for considering this gift of support!



Meet Raani

BACP Member | Founder of Muslimah Jobs, Ruh Counselling, and Shahada Sisters Worldwide | Certified Psychotherapist & Career Coach

Raani is a certified psychotherapist and a member of the British Association for Counselling and Psychotherapy (BACP), bringing over 25 years of experience in psychotherapy and employment and support counseling. As the founder of [Muslimah Jobs](#), [Ruh Counselling](#), and [Shahada Sisters Worldwide](#) connecting New and Revert Muslims [Learn to Pray](#), Raani is dedicated to empowering Muslim women at every stage of their personal and professional journeys [Stricly Sisters Only Community FB group](#). Her work with Muslimah Jobs focuses on creating inclusive career paths for Muslim women, while Ruh Counselling offers compassionate mental health support, and Shahada Sisters Worldwide embraces and uplifts the lives of revert Muslim women.

A mother of two and grandmother to two (with another on the way!), Raani balances her roles with her passions for equestrian activities and gardening, which bring peace and inspiration to her life and work. She is committed to fostering a career environment where individuality and faith coexist harmoniously, and her coaching sessions empower Muslim women to succeed without compromise.

Beyond her professional work, Raani's personal mission is to inspire meaningful change, foster diversity and inclusion, and create spaces where Muslim women feel valued and supported in all areas of life.



Meet Janet Nambi Kiwanuka

CEO & Founder of Unconscious Brilliance | Certified Life Coach | Speaker

Janet Nambi Kiwanuka is a Certified Life Coach dedicated to empowering Muslim women through their unique career journeys. She supports women from ambitious leaders on the brink of burnout to those seeking clarity and alignment in their careers. With over a decade of experience in recruitment and coaching, Janet brings a multi-faceted approach to redefining success and helping women pursue their true passions.

Janet's journey into coaching began after nearly facing burnout while leading a \$2 million company. This pivotal experience reshaped her understanding of success, teaching her that meaningful achievement is rooted not just in big goals but in finding fulfillment and remaining true to one's values. Today, she channels this insight to help women navigate career transitions, build new skills, and rekindle their enthusiasm for what they do.

Her coaching is ideal for women seeking growth, whether redefining career paths, stepping into leadership roles, or pivoting toward new opportunities. Through personalized support,

Janet provides the tools and guidance needed to embrace change, cultivate authentic success, and build rewarding careers and relationships.

Beyond her work, Janet finds joy in being a hands-on mother to her four children—three boys and a girl—who inspire her every day to stay grounded and committed to her mission.

Affiliate Disclosure

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