

Muhammad Naeem

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Dear Hiring Manager,
University of Rawalpindi
Islamabad, Pakistan

Subject: **Application for Lecturer in Psychology**

I am writing to apply for the position of Lecturer in Psychology at University of Rawalpindi. I hold an MS in Clinical Psychology and have extensive experience in teaching, behavioral therapy, psychological assessment, and academic research.

I have delivered lectures in core psychology courses, supervised undergraduate research, and implemented interventions for children with special needs. Additionally, I am a co-developer of an evidence-based self-help intervention promoting youth mental health.

I am confident that my combination of teaching, research, and applied clinical experience aligns well with your department's goals, and I would welcome the opportunity to contribute to your academic and student development initiatives.

Thank you for your time and consideration. I look forward to the possibility of joining your team.

Sincerely,

Muhammad Naeem

Professional Summary

Clinical Psychology professional with expertise in teaching, behavioral therapy, psychological assessment, and academic instruction. Skilled in delivering lectures, implementing interventions for children with special needs, supervising research projects, and coordinating interdisciplinary teams. Published researcher and co-developer of an evidence-based indigenous self-help intervention promoting youth mental health and wellbeing.

Educational Achievements

MS (2 Years) in Clinical Psychology

Foundation University Islamabad, School of Science and Technology
2019

Thesis: Role of Death Anxiety and Quality of Sleep on Executive Functioning of Hemodialysis Patients (Applied a specialized psychological assessment app for data collection and analysis)

BS (4 Years) in Psychology

Foundation University Islamabad, School of Science and Technology
2017

Thesis: Exploration of Love Styles and the Role of Infidelity in Psychological Problems among Youth

Professional Experience

Behavior Therapist & Acting Therapy Coordinator

Hope Qatar Center for Persons with Disabilities, Doha, Qatar
February 2024 – February 2025

- Delivered individualized behavioral therapy services to children with special needs
- Designed and implemented Individualized Education and Therapy Plans (IEPs) aligned with best practices
- Served as Acting Therapy Coordinator, liaising between therapy teams, center management, and external stakeholders
- Conducted assessments and testing; led therapy coordination and progress

meetings

- Facilitated training seminars on Down Syndrome; actively participated in key events such as Riyadhtee Sports Event 2024 and Annual Function 2024

Lecturer & Research Associate (HEC Funded Project)

Capital University of Science and Technology, Islamabad, Pakistan

2021 – 2024

- Delivered lectures in Psychological Testing, Experimental Psychology, Research Methods, and Psychopathology to undergraduate students
- Supervised undergraduate thesis projects (2022–2024), mentoring students in research design, ethical considerations, data analysis, and academic writing
- Served as Research Associate on a Government of Pakistan Higher Education Commission (HEC) funded research project
- Co-developed an indigenous self-help intervention: Wellness Guide for reducing depression and anxiety in Pakistani youth
- Organized academic field visits to mental health institutions (Fountain House, Punjab Institute of Mental Health)
- Coordinated seminars and awareness campaigns on Autism, Neuropsychology, Forensic Psychology, and Drug Abuse

Behavior Therapist (Evening Shift)

Qandeel Public School, Rawalpindi, Pakistan

2019 – 2024

- Performed comprehensive behavioral and psychological assessments
- Developed and executed individualized therapeutic and intervention plans
- Provided ongoing therapy to students with diverse developmental and behavioral challenges

Visiting Faculty Member

Foundation University Islamabad, School of Science and Technology

2020 – 2021

- Delivered undergraduate psychology lectures and supervised research projects
- Organized seminars, workshops, and student-focused awareness activities

Research Associate

Foundation University Islamabad, School of Science and Technology

2017 – 2019

Worked on thesis writing and data analysis

Research Publications

- Naeem, M. (2025). Role of Death Anxiety and Sleep Quality in Executive Functioning Among Hemodialysis Patients (ResearchGate)
- Naeem, M. (2024). Depression, Anxiety, Stress, and Wellbeing of Young Psychology Students in Pakistan: A Cross-Sectional Descriptive Study. (Migration Letters)
- Naeem, M., et al. (2024). Development of Wellness Guide: A Guided Self-Help Indigenous Intervention for Reducing Depression and Anxiety and Enhancing Wellbeing of Pakistani Youth. (Kurdish Studies)

Academic & Organizational Leadership

- Organizer, First International Conference of Psychology Titled” Emerging Trends in Psychology”, Foundation University Islamabad
- Organizer, Job Fair and open House from Psychology Department at Foundation University of Science and Technology
- Presenter, Online webinar on Down Syndrome, HOPE Qatar Centre for Person with Disabilities, Doha, Qatar
- Convener, Sports Committee, Health & Safety Committee, and Alumni Committee Educational and recreational trip committee (Department of Psychology, CUST)
- Member, Audit Committee and Psychology Lab Management Committee CUST
- Coordinator of major events including annual gala dinners, farewell functions, and mental health awareness campaigns CUST

Core Competencies

- Behavior Therapy & Special Needs Intervention
- Psychological Assessment & Testing
- Research Methodology & Data Analysis (SPSS)
- Academic Instruction & Curriculum Development
- Event Planning & Student Mentorship
- Team Leadership & Interdisciplinary Collaboration

Technical Skills

- SPSS (Statistical Software)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Online Teaching Platforms & Webinar Tools

Languages

- English
- Urdu

Personal Interests

- Reading about automobiles
- Cooking and gardening
- Traveling and music
- Developing innovative support strategies for children with special needs

References

Will be provided on demand
