

Assignment

- 1. 每人根据自己的专业和求职意向，选择相应的招聘广告或职位描述，根据招聘广告的信息，完成**个人简历**（1-2页）
- 2. 简历要求内容完整，结构清晰条理，强调成就业绩，语言简洁准确，格式正确，排版美观易读，符合招聘广告的要求或职位描述的要求
- 3. 具体的写作方法，请参考对分易课程资源中的相关文件。
- 4. 提交方式：
 - 1) 简历初稿：第三次课前完成，**假设你要给人力资源部投简历**，将简历以电子邮件形式发送到haojinmei@sina.com
 - 2) 简历修改稿：修改初稿，于第五次课前完成，提交到对分易平台。

电子版作业的文件名统一为：职场XX班XX组-姓名-简历

Analysis

- Audience: Employer /Hiring manager /HR professional
- Purpose: To get the HR manager's attention and motivate them to read your resume and set up an interview.

Their needs?

- When they open the email inbox
- When they open an email
- When they download attachments
- When they read a resume

Professional?
Clear? Convenient?

Worth further consideration?
Scannable?
Immediate connection?

Email inbox

□ ▾ | 🗑 删除 ▾ | 🚩 举报 | 📁 移动 ▾ | 🏷 标记 ▾

查看420封未读 全部设为已读

今天(2封)

- ★ 📧 任翰淳 职场03班05组-任翰淳-简历 - Dear Madam,My name is Hanchun Ren(任翰淳), I am apply
- ★ 📧 太阳你为什么哭泣 职场4班三组-刘[]-简历

昨天(2封)

- ★ 📧 cc Resume Cao C[] - 郝老师: 您好! 第一次作业已附上, 请您查收。祝好! -----[]北京邮电
- ★ 📧 xlink010 resume初稿-职场交流3班

周一(5封)

- ★ 📧 renmengzhao 分享给你的文件
- ★ 📧 942850337 职场3班3组-江帆-简历 - Dear Mr. Brown, I am writing to enquire if you hav
- ★ 📧 renmengzhao 分享给你的文件
- ★ 📧 张森林 职场交流-简历初稿 · 简历初稿张森林2019140835职场交流6班 周三1-2节 单周 1-234 sp
- ★ 📧 朱亚强 职场4班4组-朱亚强-简历
- ★ 📧 羊肉泡馍 职场04班01组-李[]-简历
- ★ 📧 糖衣 职场3班3组-[]-简历 -

Email message

回复 回复全部 转发 删除 举报 移动 标记

resume初稿-职场交流3班 ★

xlink010 于2019年10月2日 星期三 下午12:27 发送给 haojinmei... 查看1个附件

新浪企业邮箱，移动办公新选择！

附件 (1个) [全部下载](#)

2019140264李 .docx (51.51K)
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职场交流-简历初稿 ★

张 于2019年9月30日 星期一 下午16:38 发送给 haojinmei... 查看1个附件

新浪企业邮箱，移动办公新选择！

简历初稿

张森林
2019140835
职场交流6班 周三1-2节 单周 1-234

新浪企业邮箱，移动办公新选择!

Dear Mr. Brown,

Dear Hiring Manager, Dear Mr...., Dear Ms...., Dear Hao Jinmei, Dear Sir or Madam,

I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.
As you can see, I have had extensive vacation work experience which gave me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.
I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for your company.
Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely,
FanJiang

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职场3班3组-江帆-简历.docx (25.83K)
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新浪企业邮箱，移动办公新选择!

























Dear Madam,
My name is Hanchun Ren(任翰淳), I am applying for a position of Java Softwar Developer Intern.
I respectfully offer my résumé for the situation.
If you would like to know more about my ability, I can be available for an interview at any time.

Best wishes,
Hanchun Ren(任翰淳)
17701228195

附件 (1个) 全部下载

职场03班05组-任翰淳-简历.pdf (157.21K)
下载附件 转存到网盘 转存到文件中转站

Save attachments

名称	修改日期
 2019111418_邱晨豪_Resume	2019/10/7 14:39
 LiXin ?	2019/10/7 14:38
 Re_sume__ of Hayden Liu (Hongduo Liu, 2017118012 of Class 8)	2019/10/5 22:17
 resume ?	2019/10/7 15:36
 resume-2019111286-Li Panpan	2019/10/7 14:40
 <u>Resume-Software Developer-Kong Wei</u> ✓	2019/10/7 14:39
 resume-职场英语6班-2019140754-靳蝶花	2019/10/5 22:17
 李惠阳-简历初稿-职场英语6班	2019/10/7 15:34
 李星原-2019140519-职场交流简历	2019/10/7 14:40
 职场03班05组-任翰淳-简历	2019/10/3 22:14
 职场03班06组-陈培境-简历	2019/10/5 22:18
 职场3班1组-郝梦瑶-简历	2019/10/5 22:16
 职场3班3组-江帆-简历	2019/10/3 21:43
 职场3班4组-陈紫薇-简历	2019/10/7 14:41
 职场3班5组-赵明辉-简历	2019/10/7 14:39
 职场04班03组—刘蕊—简历	2019/10/7 15:34
 职场4班1组-李迎展-简历	2019/10/7 14:39
 职场4班1组-闫诗颖-简历	2019/10/7 15:34
 职场4班4组-林婉雪-简历	2019/10/7 14:40
 职场4班5组-王泽龙-简历	2019/10/7 15:36
 职场6班-陈明霞-简历	2019/10/7 15:34
 职场8班D5-王语琪-简历	2019/9/27 7:52
 职场8班D5-王语琪-简历修改	2019/10/6 22:32
 职场8班-赵经纶-简历	2019/10/7 14:39

Tips for sending email cover letter

- **Follow company's job application instructions**
Sent as an email attachment or as the body of your email.
- **Use a professional email address**
Use your name (or initials) as your address (Lin-Feng@email.com)
- **Add an informative subject line**
Resume/Cover letter-Job title-Your name
Your Name Resume: Job Title
e.g. Software engineer-Lin Feng
Experienced Sales Representative for Job#334 - Janet Smith
- **Save your file correctly**
Save your file as a .doc or .pdf
Change the file name (e.g. Lin-Feng-Resume.doc)
- **Include an email signature**
First Name Last Name
Email address
Phone number

Tips for writing email cover letter

Email message

Never leave the email message blank

- **Send email cover Letter and resumes as attachments**

Write a brief simple message in the body of the email

Dear Ms. Garcia,

Please see my attached resume and cover letter for the [Job Title] position.

Let me know if you would like any more information.

Thank you for your consideration!

Jacob Kurtz

- **Sending email cover letter and resume without attachments**

Copy and paste your cover letter into the body of the email

- Clearly state your purpose in the first couple of sentences
- Summarize your strengths, skills and expertise as they relate directly to the job opportunity
- Persuade the reader to continue on to read your resume

How employers review resumes?

Which parts will the HR manager focus attention on? In what order?

➤ **Relevant work history?**

If **not relevant**, the resume is discarded

If **relevant**, then they check for...

➤ **Appropriate skills and accomplishments?**

Any related keywords in the resume that are easily apparent

If **not obvious**, they move on to the next resume.

If **included**, then they check for...

➤ **Required/relevant education?**

If **not visible**, they move on to the next resume.

If **included**, then ..

➤ **The 'maybe' pile**

Reevaluate and compare

Experience section

- Don't miss the key information
- Add details (responsibilities)
- Emphasize results

Inappropriate Heading

Experience

PROFESSIONAL ACCOMPLISHMENTS

- → 4 scholarships during undergraduate period
- → Published a SCI article on Image Caption
- → Submitted an article on Image Segmentation at IEEE ACCESS
- → Working in Jingying Intelligence for 1 year, as a programmer
- → Finished a large module in an IOS app on my own

Internships

Hardware Engineering Intern, ZTE Corporation, Beijing

Cooperate to build the cloud server and debug the hardware layer

Academic Projects

Programmer, Channel Estimation Algorithm, BUPT 7/2019-9/2019

Presented a conference paper on channel estimation algorithm and proposed an algorithm more suitable for 5G communication.

Lead developer, Signal Generator, BUPT 1/2019-2/2019

Led a 2-person team to develop a simple signal generator based on power amplifiers which can reduce the cost of equipment.

Lead developer, Buzzer Circuit, BUPT 10/2017-11/2017

Independently developed the buzzer circuit as a home alarm.

KNOWLEDGE AND SKILLS Experience / Internship

Tencent

Date?

Network Support Technician/Intern

- Monitored the running condition of networks
- Assisted with the maintenance of the servers
- Resisted the hacker attacks and repaired the networks.
- Tested the networks

Sina

Date?

Network Support Intern

- Installed and maintained local area networks
- Analyzed and resolved servers' problems
- Assisted with the maintenance of web site

Tips for improving your resume

- **Use important keywords that will help your resume pass the ATS analysis**
- **Use strong action verbs**

The following are the best terms that hiring managers would like to see on a résumé.

1.Achieved: 52% 2.Improved: 48% 3.Trained/mentored: 47%
4.Managed: 44% 5.Created: 43% 6.Resolved: 40% 7.Volunteered: 35%
8.Influenced: 29% 9.Increased/Decreased: 28% 10.Negotiated: 25%
11.Launched: 24% 12.Won: 13%

Design, develop, implement, conceptualize, test, build, utilize, identify bugs and risks, streamline, optimize, facilitate, complete, initiate,
Gained hands-on experience in... /in-depth knowledge of...
Demonstrate strong understanding of .../strong skills in
Contributed to the lab project by...

- **Using eye-catching adjectives**
cost-effective, innovative, novel, new, efficient, etc.

- **Use concrete examples, numbers and quantifiable statements** to make your past accomplishments more impressive and credible.

Action Word + Details+ Results/Accomplishments

- V + **to** ensure (better quality, service, accurate handling of..., customer satisfaction)
increase /decrease (efficiency, accuracy, security, productivity, cost, development time)
provide (solution, timely support, attentive customer service)
achieve (business goals, 90% client satisfaction, record-high ratings on)
improve /enhance (platform performance, user experience, data processing and retrieving, software capabilities)
add (functionality to existing applications)
- + **using** (Java, C++ and Linux platforms, Hadoop)
- + **for/to** (management, all staff, 35 clients, sample data analysis,200 attendees)
- + **with** (a high-level of efficiency and accuracy, 50K+ downloads, a budget over...)
- + **within** (set deadlines, 3 months, agile programming environment, the limitations of...) + **without** (expanding the monthly budget)
- + **ahead of schedule**

Earned commendations for teamwork and work excellence in providing IT support to students and faculty.

Received recognition as top ... /Received 3rd place out of the 30 teams that...

Become a top sales performer out of a 100-member sales force

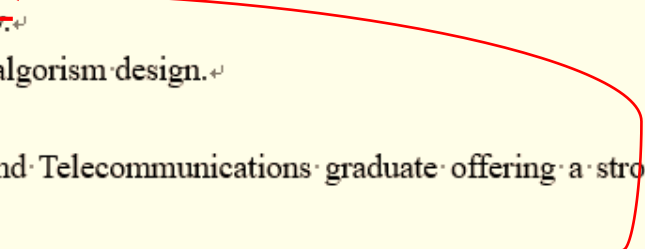
Summary /Profile

No 10, ~~Xitucheng~~ Road, Haidian District, Beijing, 100876

Home 0936-8292828 | Cell 132-6108-1297 ↓

13261081297@163.com

Summary of Qualifications

- → ~~Strong interest and curiosity of technology.~~
 - → Deep understanding of data architect and algorism design.
 - → Strong grasp of scripting, C++.
 - → Upcoming Beijing University of Posts and Telecommunications graduate offering a strong academic background in IT.
 - → Excellent project experience in machine learning, image processing and deep learning.
 - → ~~Problem analysis, use of judgment and ability to solve problems efficiently.~~
 - → A self-starter, team player and quick learner.
- 

- Make your relevant experience, education clear.
- Be brief

Education

Education

Stanford University

Expected graduation date: May 2019

- Bachelor of Science in Biology
- Minor: Economics
- Overall GPA: 3.2 Major GPA: 3.8

Education

Columbia University May 2016

Master of Science, Technology Management

New York University May 2014

Bachelor of Arts: Marketing

Education

BS, Computer Science

Concentration: Software Engineering

Peking University

GPA: 3.5/4 Ranking: 9/320

Honors each semester

M.S. in Geography Washington University, St. Louis MO

2009 Thesis: "Geographies of military bases and their surrounding communities"

B.A. Washington University, St. Louis MO

2005 Double major: Geography and Sociology

ABC UNIVERSITY- Sometown, NH

Bachelor of Science in Information Technology 2011

- Honors: Graduated cum laude (GPA: 3.53); Dean's List, 2009, 2010, 2011.
- Courses: Enterprise Application Development, Security, Java/C/VB Programming, IT Project Management, Database Programming, Web Design, Computer Architecture
- Senior project: Obtaining Grade A on capstone project as co-developer of Web-based, customized enterprise software solution that integrated business processes for a nonprofit organization. Delivered turnkey application that reduced manual data entry, saving hundreds of personnel hours monthly.

Layout

Li

Software Engineer

Skills

Education

Experience

Xingyuan Li

Beijing University of Posts and Telecommunications, 10 Xitucheng Rd
Haidian, Beijing, China, 100876

18811522286
kuukisann@gmail.com

Python, C++, JavaScript, Html, CSS, JAVA
Machine Learning, Website Developing, Natural Language Processing

Beijing University of Posts and Telecommunications / Master
Intelligent science and technology
09/2019 - Present, Beijing

Beijing University of Posts and Telecommunications / Bachelor
Intelligent science and technology
09/2015 - 07/2019, Beijing

Megvii / Software Development Engineer in Test (Intern)
08/2018 - 02/2019, Beijing
Developed the front-end website for internal test system.
Tested some main algorithms like face recognition and face merging.
Participated in the establishment of the data sets for testing.

Deecamp 2018 / Leader & Front-End Developer
07/2018 - 08/2018, Beijing
Developed the front-end website for demo system.
Managing the server for algorithm training and website deployment.

Huawei Cup 2018 / Leader & Front-End Developer
04/2018 - 06/2018, Beijing
Developed the web crawler for establishing data set.
Developed the demo website.
Deployed the recognition algorithm.

Liu

Personal Informations

Tel: 157-321-10273 E-mail: lzk_seven@qq.com

Education

Beijing University of Posts and Telecommunications majoring in computer technology

GPA to date: 3.95/4.0

Profession Experiences

Full stack development of catering system

- Responsible for the design and improvement of the project technical structure, coding the project product functions
 - Responsible for customer demand analysis, technical program preparation and other work
 - Familiar with git, Linux operating system, shell, relational database mysql, redis cache
- ### The blog system
- Participate in the following up, cooperate with the operation and maintenance staff on the online deployment of the project, as well as the project monitoring, daily maintenance and other work

Technical knowledge and skills

Operating System: UNIX/Linux

Technical support: Backend development

Languages: JAVA

Framework: springboot springmvc

Database Management: Mongodb sql Redis

Prizes

- Three-year first-class scholarship
- Outstanding graduate of the university

Errors

- Proofread your resumé

Project Assistant Intern 7/2017—9//2017 ↵

Beijing Universe Thinking Management Consulting Co., Ltd. ↵

- → assisted in completing pre-contact work and negotiating with customers ↵
- → participated in 10 projects ↵
- → completed post-training feedback work independently which satisfied 98% customers ↵
- → comliled the lecturer section of the biding documents ↵

Minister of Sports Department 9/2015—9/2017 ↵

Student Union, Beijing University of Posts and Telecommunications ↵

- → planed and organized large-scale school events and activities ↵
- → communicated with people of different identities ↵
- → arranged work and coordinated relationship ↵
- → the number of participants in competitions reached more than 1000 ↵

HONORS ↵

- → Third Prize of Electronic Commerce Competition in BUPT (2018) ↵
- → Third scholarship (2016&2017&2018) - - Seconf scholarship (2019) - - ↵
- → Triplr-A Student (2017) ↵