

第一节

什么是留学简历

留学简历要求申请者在一到两页的篇幅内简单明了地展示教育背景、工作经历、参与和主持过的科研项目、在这些科研项目中所担任的职位,并通过列举在学习和工作中所取得的成绩,使评委们了解申请者所具备的素质和资格。

这里需要指出的是,申请者在准备自己的留学申请材料时,要明确并处理好留学简历和个人陈述之间的关系。

- 留学简历和个人陈述的写作侧重点不同。留学简历是框架式写作,侧重于简洁与全面;个人陈述的写作则侧重于细节和独特性。留学简历是用简洁、准确的语言层次分明地概括申请者的信息,帮助评委们在短时间内对申请者有一个全面的了解,如:曾做过哪些工作、参与过哪些科研课题等;个人陈述则是从简历中挑选出重要、有代表性的事例展开来写,通过细节来展示申请者所具有的素质和能力。个人陈述可以使评委更好地了解申请者,帮助她们从千篇一律的PS中脱颖而出,从而获得全奖。
- 留学简历和个人陈述是相辅相成、互为补充的关系,在写作时不能造成相互之间的脱节。个人陈述中重点写到的事例在留学简历中同样需要重点写。很多申请者错误地认为已经在个人陈述中讲述过的经历,没有必要再写进简历中,于是把一些剩下的很不重要的信息写在简历里,如:小学、中学获得的各种奖项等。这些信息太遥远,对方教授是不太感兴趣的。此外,留学简历还能对申请者的个人陈述起到补充作用。申请者可以把他认为重要但因篇幅限制无法在个人陈述中详细介绍的经历写在简历中,从而更全面地展现申请者的经历和背景。



第二节

留学简历应包含的基本内容·····

留学简历一般包括个人信息(姓名、通讯方式)、要申请的职位或目标、工作经历、教育背景、发表的文章、英语考试成绩、所获得的各种奖励和荣誉、业余活动、推荐人的基本信息等九项基本内容。在写每一项内容时,应注意时间顺序为倒叙,即把与现在接近的事情写在前面,遥远的事情写在后面。这与我国简历的写作方法恰恰是相反的。

一、个人信息

姓名 按照中文名字的顺序用拼音写出名字,并用逗号区分姓和名,用 Mr. 或 Ms. 说明性别,例如 Mr. Bao, Fanyi。特别需要提示的是,无论你参加 TOEFL /GRE 考试,还是在填写各种各样的申请表格时,名字的拼写顺序一定要保持一致,否则,录取委员会的秘书们会认为是两个人而把申请材料分成两个档案。你也会很困惑,为什么总是收到学校发来的通知:“材料不齐,需要补齐材料后才能受理你的申请。”你极有可能因此耽误了申请奖学金的最佳时间。

地址 一定要留一个信函能够安全到达的地址,因为外国学校的正式录取通知书都是通过邮寄给申请者的。如果后期的联系地址有变化,不用担心,给学校寄封信,告之新的地址就可以了。

电话 同样,电话号码要使对方能够随时找到你,尤其是在通知你进行面试的时候。电话要写清楚你所在城市的区号。现在的电信如此发达,几乎人人都有手机。因此只留一个座机号码是不够的,还应该留下手机号码。

E-mail 当然很多面试通知是通过 E-mail 告诉申请者的,所以也不用太担心对方突然给你打来电话而你却没有准备。

二、要申请的职位或目标

这一点要根据情况而定,并不是非写不可。留学简历就是用于申请录取、奖学金用的,不写对方教授也会明白。

三、工作经历或科研经历

工作经历是简历中不可缺少的部分。要注意,理工科学学生的实验室工作属于科研经历,不要与工作后的科研经历分开。虽然有是否拿工资的区别,但科学研究的本质是一样的。实验室技能对录取和奖学金起到至关重要的作用。具体内容应包括以下几项:

受聘或科研项目起止日期:

受聘公司或参与的科研项目的名字: 如果公司是世界知名的大公司,只要写出公司名字即可;如果公司只在国内很有名但外国人并不知道,就要用简洁的 1~2 句话加以介绍。

受聘期间的部门和职位:

具体工作职责和成绩: 这部分是工作经历或科研经历的核心内容,应根据要申请的专业所要求的能力,有选择地列举相关内容以及在从事这些工作时所获得的奖励。对于与申请专业无关或对申请没有任何帮助的经历则要毫不留情地删掉。在这部分,要注意使用强力词汇,尤其是动词来加强和突出申请者的能力或业绩。经常使用的强力词汇请见附录。

四、教育背景

教育背景是留学简历中最重要的内容。对于申请学位,教育背景比工作经历更重要,一般写在简历的前面部分。但这个规则也不是一成不变的。对于工作多年或没能拿到学位的申请者,教育背景应放在后面写,而把能突出申请者丰富工作经验和能力的工作经历放在前面写。教育背景包括以下内容:

毕业学校的名字: 如果是申请硕士以上学位,请从大学写起,不必写中学和小学。

入校日期和毕业日期:

所学专业 and 获得的学位:

在校期间的 GPA:

五、发表的文章

对于要申请硕士或博士学位的申请者来说,如果曾在一些大的知名刊物上发表过文章,无疑会使你的实力大增。在这部分,只要提供下面列出的几项就可以了,不必再劳民伤财地把论文译成英文寄给国外的教授们,因为中国学生译完的论文往往质量很差,反而暴露了申请者英文写作能力的不足。如果希望教授了解论文的内容,可以在申请材料中加一份论文的摘要。如果还能简洁交待一下论文所代表的实验项目就更好。具体内容如下:

发表文章的时间:

发表文章的题目:

刊登文章的刊物的名称、级别(国家一级刊物还是省内刊物):

是第一作者还是第二作者:



六、英语考试成绩

主要是要告诉对方申请者的英语语言水平测试成绩,包括:TOEFL、GRE (GMAT)、IELTS 成绩。

七、所获得的各种奖励和荣誉

主要列举在大学期间和工作中所获得的各项奖励和荣誉,但要说明其份量,比如获得荣誉的学生比例等等。

八、业余活动

主要列举申请者参与或组织过的各种各样的活动。希望同学们能写一些新颖的活动。建议不要再写“组织了每年的春节联欢晚会”或“组织了学校的篮球比赛”。这些活动几乎每个申请者都写,写了也等于白写。因为在评委眼里,这都是没有太大用途的信息。如果没有好的活动可写,还不如不写。在这项内容中,还可以写的就是曾参加过的公益活动。同样,不要再写“我参加了希望工程并捐款”或者“献血”,这些公益行为在西方是很平常的事情。

九、推荐人的基本信息,包括姓名、职务、头衔、工作单位及联系方式

这一项可写,可不写。如果申请者的背景比较丰富,而简历篇幅有限,就不用简历里写这一项了。因为在填写申请表格时,学校会要求申请者填写这些内容。如果想写这一项,请把它作为简历的最后部分。

以上的九项内容中,只有个人信息(姓名、通讯地址)、教育背景、工作或科研经历是必不可少的。其余各项则视情况有选择地写,也可以不写,均为 optional。

在上述有关留学简历的基本内容中,读者可以看出:要写好一份简历,工作经历这一项的内容很重要,为此我们将在后面第四节中重点介绍如何在简历里写工作经历。

第三节

留学简历的基本注意事项·····

在多年有关留学简历的咨询过程中,我们发现许多同学由于忽略一些最基本的事项,而使简历达不到在短时间内传达申请者基本信息的效果,因而导致某些具有实力获得奖学金的同学与奖学金失之交臂。在这里还需要提醒同学们注意的是,好的形式和好的内容同样重要!同学们除了应该注意简历在内容上要能够突出自己的自身优势、丰富的经历和热诚的求学态度外,还要注重简历的外观、纸张的选择、文字的简洁、恰当的词汇和充满个性的语言风格等表现形式。

下面,我们通过总结一些常常被忽视和没有被引起足够重视的事项,来帮助同学们写好留学申请简历。

一、外观要整洁漂亮

“文如其人”,评委们对你的第一印象来自你递交的文件。因此,千万要保持简历外观的整洁和干净,不能弄上油渍等脏东西。

要使简历漂亮,就要注意排版。下面列出几点排版时的注意事项供同学们参考:

- 版面设计不宜太花哨,应该简洁大方,让读者一目了然;
- 把重要信息放在最上面和左边,因为人们阅读时习惯于从左向右,从上向下看;
- 左右、上下边距、字符间距和行距都要留出足够大的空白处,这样使人读起来很舒服;
- 尽量使用下划线、粗体字、斜体字等形式强调重点内容并使内容层次分明。

二、注重纸张的选择

写简历一般用质量好的 60~80 克 A4 打印纸即可。如果想把申请文件做得更精致些,可以选用更好的棉浆纸来打印文稿,这种纸比普通打印纸要贵一些。它有各色的暗花纹,手感也很好,视觉也很舒服,不像白色的打印纸有点刺眼。棉浆纸有多种颜色,这里我建议同学们选用白色、乳白色或稍微有点发黄的颜色,因为这种颜色显得很职业也很干净。另外,像浅灰色和淡蓝色也都是可以接受的颜色,但千万不能选择红色、绿色和粉色等太亮的颜色。



三、限制简历的长度，文字大小要合适

留学简历长度一般要控制在一页(A4)之内。如果申请者经历丰富，例如 MBA 申请者，简历长度也不要超过 A4 纸两页。

简历字体的大小要用小 4 号字或 5 号字。在我们咨询过程中，发现有的同学为了把许多内容压缩在一页，选用了很小的字号，密密麻麻地写满整页纸。这样的简历读起来很累，又怎么能吸引评委把它认真读完呢？

四、避免英文错误

如果你决定自己写简历，一定要注意避免出现英语语法、英文表达或拼写上的错误。否则，你的 TOEFL 和 GRE 成绩再高，在评委眼里你的英文水平都会打折扣。因此，在写完英文简历后，可以找外教或英文功底较好的人帮你仔细检查一下。如果无法实现上面提到的方法，你可以把写好的简历暂时放在一边，过几天再拿出来细读，仔细修改。

五、使用简单词和短句

准备出国的中国学生词汇量都很大。为了表明自己的英文很好，他们往往愿意用一些罕见的词汇，其实这大可不必。即使在外国人的日常写作中，也很少会用到 GRE 里的高难度词汇。另外，在写简历的时候，一定要抛弃冗长重复的句子、词汇和词组。写完后反复阅读，只要能用最简洁更少的词汇表达相同的意思，就要毫不留情地将多余的词汇删掉。

六、使用强力动词并重点强调成绩

大多数简历读起来很枯燥，因为这些简历只是简单地列出了申请者的职责是什么，做过什么。而好的简历应强调申请者在履行这些职责或在完成这些工作后所具备的特殊技能，强调自己所取得的成绩、所获得的各种奖励及发表的文章等等。要想准确地表达这些意思，就要使用很多强力动词(Powerful Verb)。在本书的附录中就列出了这些词汇供同学们参考。

七、句子保持平行结构(Parallelism)

在使用强力动词(Powerful Verb)说明申请者的工作职责或工作业绩时，这些动词的时态要保持一致。如果动词用的是过去时(在简历写作中常用一般过去时)，其他的动词也要使用一般过去时，即保持一种平行结构(Parallelism)。例如在描述某人的工作职责/工作业绩时，我们这样写：

Doubled annual profit to US \$3 million, annual turnover to US \$300 million.

Secured crude term contracts worth US \$40 million.

Arranged crude processing deals worth US \$7million.

Completed two port construction projects.

这里，第一个动词 Double 使用了过去时态 Doubled，因此其他动词相应变成：Secured、Arranged 和 Completed。如果 Double 使用的是现在分词 Doubling，则其他动词也要用现在分词 Securing、Arranging 和 Completing。

八、诚实是最好的原则

有些同学在写简历时编造了很多经历，以为不会被人发现。事实上，在申请寄出申请材料后，一些同学会接到对方大学打过来的电话与其进行交谈，或有机会在国内见到对方大学来中国访问的教授。评委们往往通过交谈来进一步了解和测试申请者。谎话最终是会被揭穿的。因此，同学们一定要实事求是地写简历。实事求是并不代表无所不言，在简历中应呈现申请者的强项和优势而淡化申请者的缺点和劣势。只要是对申请不利的事实就可以隐去不写或简单写。如果不得不写，也要以一种积极的方式把它写出来。

九、写一份草稿，然后反复进行修改

中国学生的简历往往是在一两个小时或是一两天内匆匆写成的，然后看也不看就同其他材料一起寄到美国去了。这样做是非常不可取的，因为简历可能是录取委员会最先看的材料。正确的方法是先写一份草稿，把自己人生中的重要经历根据与所要申请的专业关系详细地写出来，然后参考适合自己的简历版式加以修改。如果对 Word 的使用很熟练的话，还可以自己设计简历的版式。最后对简历内容进行反复的编辑、修改，这样才能写出一份好简历。

十、亲力亲为

简历最好是亲自做。做简历的过程就是重新梳理人生经历的过程。这对日后的面试很有好处。如果实在没有时间或对 Word 的使用不熟悉，也可以向专业人员寻求帮助，他们会帮你做出很漂亮的简历。



第四节

写好一份留学简历的具体步骤·····

在了解了留学简历写作时应注意的基本要点之后,要写好一份留学简历,还要做好两方面至关重要的准备工作:一是要了解所申请的专业看中的能力,二是要了解自己的能力和整理好自己的各种经历和各项业绩。

本节的内容很重要,请同学们认真阅读。同时也需要同学们花一定的时间来认真思考和做一些具体的工作。如果你只想快速地完成一份简历,可以忽略本节,直接从本书提供的简历模板中选取符合你的样本进行拷贝。但是如果你想做出一份好的、独特的简历,则应该按照本节的建议按部就班地进行。这样做不仅能使申请者系统地了解要申请的学校和专业、整理自己的人生经历、总结自己的强项和弱项,而且会使申请者在随后与学校方面进行面谈(电话面谈)或与签证官进行签证面谈时,能够胸有成竹地面对学校或签证官的发问。

一、了解要申请的专业所看重的能力

我们可以把留学申请专业基本分成学术类专业和管理类(MBA)专业两大类。学术类专业是指一般的理工科和文科的专业,管理类主要是指工商管理专业。

申请学术类专业(非 MBA)的硕士、博士学位时,学校要考核学生的一些基本能力,这些主要包括:

- 在校期间的 GPA(Grade Point Average)成绩
- 学习能力
- 英语能力
- 独立工作/思考能力
- 解决问题能力
- 创造思维能力
- 教学能力(助教能力)
- 科研能力(助研能力)
- 团队精神、与人合作的能力
- 敬业精神、科研献身精神
- 能给以后的班级带来什么积极的影响

除了以上这些基本能力外,有些专业还特别看重申请者的一些其他能力,例如:

- 申请经济学、金融学、会计专业的学生,还要具备很好的数学能力
- 申请法学硕士、法学博士、传播学和新闻学等专业的学生,还应具备很好的(英文)写作能力

要想申请国外的 MBA,学校除了要求申请者要具备 3 年以上的工作经验外,录取委员会的评委们重点考核申请者以下能力和经历:

- 战略眼光
- 领导能力
- 组织、协调能力
- 市场判断力和市场开拓能力
- 沟通能力
- 团队精神
- 参加公益活动的经历

二、了解自己的能力和整理自己的各种经历和各项业绩

在留学简历中,申请者可以向录取委员会的评委们提供自己更全面的信息,帮助评委们了解自己过去的重要经历和所取得的骄人业绩。要想向评委们提供有份量的信息,申请者首先不能急躁,而是要静下心来,花上一段时间,将自己的人生经历像过电影一样在脑海里过一遍,认真思考以下问题并把相关的信息写在纸上,然后再进行删减和整理。

申请非 MBA 类专业的学生应思考下面这些问题:

- 要申请的专业是什么?自己感兴趣的科研领域是什么?
- 曾经参加过哪些科研项目?项目的名称是什么?项目的级别是什么?(例如:是国家级重点科研项目还是一般的科研项目?)
- 自己在这些项目中所承担的职责是什么?运用了哪些能力?培养了什么能力?解决了什么问题?
- 在工作或项目中所取得的成绩是什么?
- 自己是否发表过文章?文章是在国际刊物上发表还是在国内或省内刊物上发表?文章的名字是什么?是独立完成还是和他人合著?文章刊载在刊物的哪一期,哪一卷,哪一页?文章的英文摘要是什么?
- 自己是否有过助研或助教的经历?
- 是否参加过有意义的义工工作?



申请 MBA 专业的学生应思考下面这些问题：

- 工作经历中，职位是否呈现上升趋势？
- 每一阶段工作的职责是什么？培养了自己哪方面的能力？如领导能力、管理能力或者市场开拓能力等。
- 每一阶段工作中的重要成就是什么？有没有具体的数字或事例说明？例如：给公司创造了多少利润？增加了多少产量？降低了多少成本？开拓了多少市场份额？通过你的努力，公司的哪些方面有了显著的改善？
- 在业余时间做了什么有意义的事情？参加过哪些有意义的义工活动？
- 每次换工作的原因是什么？（有些很好的商学院会要求申请者写明离职的原因。）
- 年薪是多少？每年的奖金是多少？

按照上面提出的问题，在认真思考、仔细作答后，同学们一定对自己有了更全面、更清楚的认识。然后根据本章提供的模板，选取你所喜爱的版式，把具体内容加进去。这样，一份充分展现你个人经历、个人特色的简历就可以完成了。

第五节

如何处理在留学简历中出现的一些问题·····

我们在写简历的时候有一个原则，那就是在简历中尽量不体现申请者的弱项。如果申请者的有些经历不得不写进简历，也要采取一种积极的态度把它写出来。总之，在写简历时，切记不要突出显示申请者的不足。

在这一节中，笔者收集、整理了申请者在写简历时经常遇到的一些问题，并给出了相应的建议。希望这些建议能够帮助申请者写好留学简历。

问题一 工作经验丰富，事业成功，但是由于某种原因没有拿到本科学位，希望申请 MBA，在简历中应如何处理这段教育背景？

国外的教育制度和我国不同，他们更看重的是学位。有了本科学位才能申请硕士学位。如果申请者只拿到了本科的毕业证书而没有学位证书，写简历时尤其要重视前面提到的原则，即不突出显示申请者的不足。这样的申请者在简历中应该重点写他的工作经历及所取得的优异成绩。把这部分设成简历的第一部分，放在简历的最上面，使评委们首先阅读的是他的强项。教育这部分放在简历的后面，简单写一下毕业的学校就可以了，没有必要再解释为什么没有拿到学位，解释可以放在 PS 或 Essay 中去写。我的一位客户就是这样处理的，而且破格被加拿大最好的商学院录取了。

问题二 专科毕业，但是通过夜大专升本已经拿到本科学位，在简历中是否需要注明？

申请国外大学硕士学位虽然要求申请者必须拥有本科学位，但对申请者是通过何种方式拿到的学位没有做具体要求。因此，申请者在简历中只要写明是本科学位就可以，没有必要对此进行解释。

问题三 核心课程 GPA 很高，但是由于不喜欢学政治等课程导致整体 GPA 不高，应该如何处理？

国外教授录取研究生，主要是考核申请者的学习能力、科研能力，他们对中国的政治课并不感兴趣。因此，你只要在简历中注明核心课程的 GPA(Core Courses GPA)成绩就可以了。

问题四 工作经历不连续、有断档，应如何处理？

很多人在自己的人生经历中，会有一些断档(GAP)。如果这些断档是正面的、积极的，则可以把这段经历写进简历。例如：公司派你去进修。



但是有的人为了复习 TOEFL、GRE、GMAT 等考试而离开单位一段时间甚至辞职。国外大学是不太赞成这种做法的,所以这样的经历没有必要在简历中说明。处理的方法也很简单,工作期限只写到年,不写月份。例如:可以写 1995~1996 年在 XXX 公司工作。在此期间若有义工或志愿者的经验,可以补充进去。

问题五 本科专业和要申请的专业差距很大,应如何写简历?

如果申请者本科毕业后从事的工作与要申请的专业联系紧密的话,可以采用时间倒叙的方法,把工作经历放在简历的第一或第二部分来写,而把教育背景放在简历的后半部分来写。

如果申请者本科专业和工作经历都不支持他所申请的专业,则建议他/她申请与本专业或工作经历相关的专业。

问题六 刚毕业的本科生应如何写简历?

刚刚毕业或即将毕业的本科生面对的竞争对手中一部分是工作经历丰富的申请者,因此他们应该重点强调自己在校期间的 GPA 成绩和所受到的专业培训。如果申请者就读的学校是名牌大学,同样可以突出学校。这样的申请者应该把教育背景放在简历的前面来写。

再有,这类申请者可以把在校期间的助研、助教的经历以及在业余时间从事的一些工作写在简历里作为工作经历。

问题七 一份简历可以各个专业通用吗?

同学们经常喜欢把一份简历用于各个专业,认为这样做可以节省时间。但是我们都知一个同时申请会计专业和经济学专业的申请者,是要写两份个人陈述的,自然,也需要提供两份简历。因为,每份简历的侧重点不同。在申请会计专业的简历中所提供的事实和数据要支持其所申请的会计专业所看重的能力,而在申请经济学专业的简历中,则要突出申请者适合学经济学的事实和数据。

问题八 英文简历的“Heading”部分需要写“Resume”字样吗?

在英文简历中写上“Resume”字样是中国人的习惯,因为中国人习惯将中文简历直接翻译成英文。其实,英文简历通常在“Heading”部分直接写上申请者的名字。

问题九 个人信息需要写进简历里吗?

向学校提供申请者的出生年月、健康状况、婚姻状况也是中国学生特有的。除非学校明确要求申请者在简历中提供这方面的信息,否则,一般这些信息是不需要写进简历的。

问题十 可以把自己的照片贴在简历上吗?

国外录取委员会的成员一般由有身份的教授或系里的领导组成。他们将奖学金发给谁是通过考核申请者的实力及潜力来决定的,例如:TOEFL/GRE 成绩、科研能力、创新能力、独立解决问题能力等等,而不会以貌取人。在我帮助过的学生中,有 80%的人都成功地拿到了美国学校的全额奖学金,他们中没有一个人把自己的照片贴在简历上。所以,除非学校明确规定要贴照片,否则同学们不必贴照片。

第六节

简历分类和简历点评·····

一、简历分类

在一般有关简历的书籍中,简历被分成三大类:按照时间顺序写的传统简历、特殊技能或功能的简历及混合型简历。

按时间顺序写的传统简历

这是一种非常常用的简历模式。这本书里所提供的简历模板主要采用的就是这种写作方法。

特殊技能或功能的简历

特殊技能或功能的简历主要是强调技能,忽视时间的连续性。主要用于一些求职简历中。

混合型简历

顾名思义,混合型简历就是将两种简历的写法融合在一份简历里。主要用于求职简历中。

二、简历点评

中国学生不太重视简历的写作,习惯把中文简历直接翻译成英文,认为这样就可以了。事实上,一份好的简历不仅内容要全面,而且格式也要漂亮。在这里,我们结合具体的事例加以分析,希望同学们能从中受益。

范 例 原稿

RESUME

Name: Yang Ming

Marital Status: Single

Date of Birth: 04/28/1980

Health: Excellent

Place of Birth: Beijing

Sex: Female

Nationality: People's Republic of China

Tel: 0086-10-62956349

E-mail: mingming@yahoo.com

Mailing Address:

P.O.BOX 086-3478, Agricultural University, 100084, Beijing, P.R. China



Objective: computer control system, Robotics, CIMS (computer integrated manufacturing system) CAD/CAM, Manufacturing system, MEMS

Education:

Sept.1992—June, 1995: The Junior High School of Peking University

Honors: Class monitor (3 years)

Honorable excellent student in school (3 years)

Honorable excellent student in Beijing

Honorable excellent cadre in Beijing

Rank 1st in class

Sept.1995—June.1998: The Senior High School of Peking University

Honors: Class monitor (3 years)

Honorable excellent student in Beijing

Honorable excellent cadre in Beijing

Chairman in student union

Honorable excellent cadre

The first-class scholarship (3 years)

Rank 2nd in class (60 students)

Sept. 1996—Oct. 1996: Sydney Senior High School, Australia

I was chosen from 500 students to study in this overseas school as an exchange students

During this period, I learnt a lot from my foreign classmates.

Obtained more knowledge about Australia

My spoken English was much better when I came back from Australia

Sept.1998—June.2002: Peking University

Honors: The First-Class scholarship for 3 consecutive years

Associate chairman in Student Union of my department

Cadre in my class taking responsibility for organizing activities

Major GPA: 3.8

Working experience:

Sept.16, 1998, interpreter (50 out of 2000) in China International Trade Fair for Sanitation, Heating, Air-conditioning

Teaching Assistant of two students in the high school

Research Assistant in Lab. of Computer Control System and Automation

a volunteer serving in the center of collecting donation and clothings for victims in the floods during summer in 1998 by Red Cross

Interests Include:

Music: pop music, singing, playing the clarinet and harmonica

Sports: a member in the softball team of department
playing volleyball, badminton, Ping-pong, etc.
Swimming, skating.

Else: Collecting stamps, reading

在我们的咨询和帮助下,杨明自己修改了简历。改后的简历无论在语言还是版式上都有了很大幅度的改善:



Mr. Yang, Ming

Address: P.O.Box 086-3478, Agricultural University, Beijing, P.R. China, 100084

Tel: 0086-10-62956349 * Cell Phone: 0086-13801255648

E-mail: mingming@yahoo.com

Objective

To enter Ph.D. studies at T&M University, focusing on computer control systems, robotics, CIMS, CAD/CAM, manufacturing systems.

Education

1. Peking University, Sept. 1998–June 2002

Major in Computer Science, Major GPA: 3.8/4.0

Honors:

- Outstanding Student Scholarship for 3 consecutive years
- Associate Chairman of Student Union for my department
- Class Representative, responsible for organizing activities

2. Sydney Senior High School, Australia, Sept. 1996–Oct. 1996

- Chosen from 500 to study overseas as an exchange student
(one of 10 high school students)
- Obtained overseas exposure and learning
- Improved spoken English greatly

Experience

Research Assistant: Computer Control System and Automation Lab

Interpreter: 1998 China International Trade Fair for Sanitation, Heating, Air-conditioning

Tutor: Two high school students

Relief worker: Red Cross relief efforts for victims of the 1998 summer floods

English

TOEFL*: 650

GRE: 2200

* 部分简历中的 TOEFL、GRE、GMAT 分数为改革前分数。新考试成绩请参考改革后的标准。后同。

点 评

杨明按照中国人的思维方式写了留学简历的初稿,给读者的感觉是重点不突出,比较杂乱。由于杨明申请留学时还是位在校大学生,经历很简单,所以要想让评审委员会的成员通过看他的简历增加读其他材料的兴趣,就必须对这篇简历做一个全面修改。我们的修改建议如下:

1. 把他的通信地址和联系方式放在简历的“Heading”部分并做成页眉,使个人联系信息简洁,一目了然。
2. 利用“Objective”这项,明确他要申请的学校和他感兴趣的专业领域。这样做的好处是,评委们从简历中一眼就能看出他的申请方向。
3. 在教育背景一项中,原稿从小学写到了大学。一般来讲,在申请硕士学位以上的留学简历中,主要从大学的教育背景写起,小学和中学的教育经历是不用写的。但是,对于在中学或高中阶段曾经获得过国家级奖项,或者被选拔到国外学校培训或学习的经历,是可以写进简历中的。杨明在高中阶段曾作为交换学生到澳大利亚的一所学校学习一个月,因此我们保留了这段经历,而把他原稿中的中学和高中部分的其他教育经历删掉了。
4. 在第四部分“Experience”中,把杨明在校期间的兼职经历整理后写在一起,使它更清晰、醒目。对于工作经历和研究经历丰富的申请者,可以把工作经历和研究经历以及业余活动分成几个单项来写,在本章简历模板部分有很多这样的例子。
5. 在语言上,写简历一般省略主语,主要使用短句(偶尔也用长句)。因此,改后稿删掉了主语“I”,而主要使用动词来描述申请者具体的工作,并使这些动词保持平行结构。如: Chosen from, Obtained, Improved。
6. 在版式上,建议杨明使用横线分隔各部分,使整个简历不至于因为内容简单而显得单薄。

最后,他成功地申请到了美国三所大学的全奖。



第七节

简历写作模板·····

本节收录简历模板 28 个,包括经历简单的在校大学生的简历和经历丰富的 MBA 申请者的简历。申请者可以根据个人需要参考相应的简历模板:

Mr. Li, Hanyuan

121 Nvrenjie, Chaoyang District
Beijing, P.R. China, 100012
Email: hanyuan@sina.com
Cell phone: 0086-13501247589
Home: 0086-10-45678912

EDUCATION

B.S., Chemistry, 2000 UNIVERSITY OF SCIENCE AND TECHNOLOGY OF CHINA (USTC)
Hefei, Anhui Province
Thesis "Electron Transfer in Supermolecule Systems"
Overall GPA: 3.5/ 4.0
Major GPA: 3.6/ 4.0

EXPERIENCE

1999—2000 Key HOL Lab, Chemistry Department, USTC
Research Assistant: Researched the synthesis of electron donors in Supermolecule Systems, part of an international collaboration project between USTC and Tokyo Institute of Technology .
1998—1999 Key HOL Lab, Chemistry Department, USTC
Research Assistant: Studied electron transfer using time-resolved fluorescence.

AWARDS & HONORS

1996—2000 Outstanding Student Scholarship
1999 1st prize, Anhui Chemistry Contest
1998 2nd prize, National Chemistry Contest
1998 1st prize, Anhui Mathematics Contest

TEST SCORES

TOEFL: 637 August, 1999
General GRE: 2070 April, 1999

OTHER INTERESTS

Table Tennis, Chinese Chess
Traveling, Music



Miss Wang, Yanli

E-mail: yanliw@vip.sina.com

Room 4005, Building 15, University of Science & Technology Beijing, P.R. China, 100083

Phone: 0086-0-62334567-or-0086-13664590789

EDUCATION

Bachelor Degree Program (September 1998—present)

University of Science and Technology Beijing (USTB), P.R. China

Department of Biochemistry

Major GPA: 3.8/4.0

Bachelor Degree Candidate, April 2002

Honors and Awards

1. Chinese Academy of Sciences Scholarship, 2001
(sponsored by the Chinese Academy of Sciences, this scholarship is based on academic merit)
2. Outstanding Student, 1999—2002
(highest academic rank in the Department of Biochemistry)
3. Xu Hongkai Technology Scholarship, 2002
(sponsored by Xu Hongkai [private individual] based on the top 30 outstanding USTB undergraduate students)
4. Student Representative for Academic Affairs, 1999—2001
5. Outstanding Student, Ranked First, 1999
(sponsored by USTB, awarded to freshmen students based on academic merit; less than 80 students out of more than 2,500 students received this award)

TEACHING EXPERIENCE

1. Chemistry Tutor (February 2000—June 2001)
2. Mathematics, Physics and English Tutor (1999—2000)

RESEARCH EXPERIENCE

Insect Biochemistry Lab, University of Science and Technology Beijing

Department of Biochemistry

Project: Cloning and sequencing the prothoracicotropic gene of silk moth

ENGLISH PROFICIENCY

TOEFL (2001): 647

TWE (2001): 5.0

GRE (2000): 2300 V: 720, Q: 800, A: 780

MS. FANG, XUEYING

15 Gongti Xilu, Chaoyang District, Beijing, P.R. China, 100023

Tel: 0086-10-45678914 Cell phone: 0086-13801057896 Email: yinyin@sina.com

INTENDED AREAS OF STUDY

Genetics, Immunology, Microbiology, Pathology, Pharmacology

EDUCATION

Master's Degree

July 1999 to July 2002

Clinical Medicine (pathology)

Capital University of Medical Sciences, Department of Pathology, Beijing, P.R. China

GPA: 3.8/4.0

Bachelor's Degree

August 1994 to July 1999

Clinical Medicine

Capital University of Medical Sciences, College of Clinical Medicine, Beijing, P.R. China

GPA: 3.8/4.0

PROFESSIONAL CONFERENCES AND SEMINARS

1. 6th National Pathology Conference (2000), presented academic paper
2. 1st International Pharmacology Meeting (2001), presented academic paper

PUBLICATIONS

1. **Fang Xueying**, Liu Tianliang, "Genome of *Shigella* and the pathogenic factors of *Escherichia*.", *Foreign Medical Science—The National First Class Journal*, Vol.45, No.5, April 2001, pp85-92.
2. **Fang Xueying**, Liu Tianliang, "A Comparative Study of CTA and MRA", *China Medical Journal—The National First Class Journal*, Vol.34, No.12, September 2000, pp185-195.
3. **Fang Xueying**, Liu Liang, Li Fan, "A Comparative Study of CTA and MRA," *Proc.of the 1st National Symposium on Pathology*, Shang Hai, China, April 2000, pp25.

ENGLISH PROFICIENCY (STANDARD TESTS)

GRE : 2250, November 2000

TOEFL: 647, May 2001

AFFILIATIONS

1. Chinese Medical Society Member, 1994-present
2. English Club Member, 1994-1999



Mr. Liu, Yang

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Cell Phone: 0086-13910527894

Address: 55 Guo Dinglu, Huangpu District, Shanghai, P.R.China, 200091

Email: Liuyang99@sina.com

Objective

To gain admission into Cornell University's Electrical Engineering Department

Areas of Projected Study

Artificial Intelligence

Image Processing

Neural Networks

Computer Networks

Education

Harbin Institute of Technology (HIT), Harbin, P.R.China

1995—1999

Department of Electrical Engineering

Degree: Bachelor of Engineering

Major GPA: 3.85/4.0

Graduation Thesis: "Feasibility of the Automation of Chinese Acoustic Standards"

Research Experience

Research Assistant	Researched Automating Chinese Acoustical Standards.	1998—1999
Research Assistant	The Measurement of Micro-Displacement Independently designed an industrial database system for a quality control application.	1998—1999
Research Assistant	Synchronized Filter Design Independently designed software extract weak signals from background noise.	1998
System Programmer	Software Development for CAD filter design Developed a GUI interface for use instead of Microsoft Windows.	1997

Teaching Experience

Teaching Assistant	Department of Electrical Engineering, HIT Worked on Experiment Tutorials in C++	1999
Teacher (part-time)	Economics Department, Harbin Normal University Raised the rate of passing the national computer exam to 58% from a previous 27%.	1999

Academic Honors

Excellent Bachelor Degree Dissertation	1999
Nationally Certified in Advanced Programming	1998

Skills

Hardware design and development
 Computer programming C/C++ & Assemblers
 Computer network administration
 Specialist of Unix/Linux systems

College Affiliations

President	Computer Programming Club	1996—1998
Member	Chinese Linux Users Group	1998—1999

Standardized Tests

TOEFL: 620
 TWE: 5.5
 GRE: 2230



Mr. Zhang, Qizi

Room 203, Building 8, Yuxin Garden, Xisanqi
Haidian District, Beijing, China, 100085

Tel: (86)-(10)-6489-8734, 13561290149

E-mail: qizizhang@263.net

Objective To enter a ph.D. program in Robotics

Highlights

- Experienced Researcher
- Accomplished Professional
- Excellent Academic Record

Education

1995—1998 Beijing Institute of Technology (BIT) Beijing, China

MS, Automation

- ♦ Received merit-based scholarships consecutively each year
- ♦ Thesis: *A Control System of Robots*
- ♦ GPA: 3.8/4.0

1991—1995 Beijing Institute of Technology (BIT) Beijing, China

BS, Automation

- ♦ Received merit-based scholarships consecutively each year
- ♦ Chair, Student Affairs Committee
- ♦ Performed research at robotics institute
- ♦ GPA: 3.7/4.0

Professional Experience

1998—1999 Beijing Shougang High-tech Co., Ltd. Beijing, China

Electro-mechanical Engineer

- ♦ Designed and maintained automatic filling system, instrument and metering control systems
- ♦ Developed management system for wireless communications network

Computer Skills

- Software: Proficient in C/C++, control system programming
- Network: Experienced in LAN, WAN implementation

Standardized Tests

TOEFL	623
TWE	5.0
GRE	2200

Mr. Sheng, Hongying

Tel: 0086-10-45612389
 Cell Phone: 0086-13801042563
 E-mail: Shenghy@yahoo.com

Objective

To gain admission into T&M University's Ph.D. program with a specialization in Electrical Engineering and to secure financial aid.

Summary of Qualifications

- ♦ Exceptional Academic Record
- ♦ Proven Research Capability
- ♦ First Rate Professional Qualifications
- ♦ Proficient in C++, VB, AUTOCAD, Unix, Matlab

Research Interests

- ♦ Digital Signal Processing
- ♦ Telecommunicaitons
- ♦ Neural Network
- ♦ Optimization Design

Education

- ♦ Sept. 1995 — July 1998 Master of Engineering, Department of Electrical Engineering, Beijing Polytechnic University (BPU) (GPA: 3.7/4.0)
- ♦ Sept. 1991 — July 1995 Bachelor of Engineering, Department of Electrical Engineering, Beijing Polytechnic University (BPU) (GPA: 3.8/4.0)

Professional Experience

- Sept. 1997 — July 1998 **Research Assistant**, The Optimization Design of Digital Signal Processing, Electrical Engineering Research Group, Department of Electrical Engineering, Beijing Polytechnic University (BPU)

Sheng Hongying
 P.O.Box 7891-4562
 Beijing, P.R.China, 100045



- March 1996— **Part-time Assistant Engineer**, Optimal Control with Adaptive-Predictor for
Sept. 1997 Time Varying Plant with Large Delay, China National Guizhou Aviation
 Industry (Group) Co. Limited
- Sept. 1996— **Part-time Teaching Assistant**, Department of Electrical Engineering,
July 1997 Beijing Polytechnic University (BPU)

Honors and Awards

- Excellent Student Scholarship, BPU, 1992—1995
- China's International Engineering Technology Scholarship, 1996
- Best Graduate Student of Beijing Polytechnic University, 1995
- Second Prize in the Beijing Electrics Design Contest granted by the Beijing Electrics Associations, 1997
- Second Prize in the Beijing English Translating Competition, 1997

Standardized Tests

TOEFL:	637	August, 2000
GRE:	2140	April, 1999

Publications

- "The Optimization Design of Digital Signal Processing", undergraduate thesis, 1995.
- "Special Issue on Video and Signal Processing for Surveillance Networks and Services", graduate thesis, 1998.
- "Special Issue on Color Image Processing", *China Electrical Engineering*, pp12, Vol. 23, 1998.
- "Signal Processing Tricks and Tips", *Proceedings of the 2nd International Conference on Signal Processing*, pp121, Vol 43, Shanghai, China, Dec. 1997.

References Available Upon Request

Sheng Hongying
P.O.Box 7891-4562
Beijing, P.R.China, 100045

Mr. Da, Lin

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Haidian District, Beijing, P.R. China, 100085
Home: 0086-62984569, Cell Phone: 00-86-12345678901

Professional Goals

To pursue Ph.D. in Electrical Engineering, specializing in XXX

Summary of Qualifications

Extensive research experience ◊ Creative ability to solve complex issues

Education

M.S. (2002), Electrical Engineering, Harbin Institute of Technology (HIT) GPA: 3.8/4.0
B.S. (1999), Electrical Engineering, Harbin Institute of Technology (HIT) GPA: 3.75/4.0

Working Experience

Sept. 1999—present Harbin Institute of Technology (HIT)

Team Member

Conducted extensive research on SAW Bio-Sensor Unit with a U-Groove

- Device is competitive in real-time liquid components analysis

July 1999—Feb. 2000 Harbin Institute of Technology (HIT)

Research Assistant

Conducted research in Operation Frequency Switchable Surface Acoustics Wave (SAW) Resonator

- Developed a double-track LSAW resonator

Feb. 1999—July 1999 Harbin Institute of Technology (HIT)

Member

Involved in a project of Programmable Surface Acoustics Wave (SAW) Filter

- Supported by the Natural Science Foundation of China
- Personal responsibilities were primarily the design of SAW IDTs



Jan.1998—Dec.1998

Harbin Institute of Technology (HIT)

Research Assistant

Researched the Integration of Mechanical CAD/CAP Systems

- Used the AutoCAD system to develop a derivative CAP system and to realize the integration of CAP systems

1996—1998

Harbin Institute of Technology (HIT)

Teaching Assistant

Awarded best TA of the department by faculty.

Publications

- SAW Mass-Sensitive Sensor with a U-groove, 3rd International Conference on Advanced Science and Technology (ICAST), (to be published in America) (07/2002)
- Bio-sensor unit on ZnO/SiO₂/Si Substrate, MDE-ST 2001, pp234—240 (10/2001)
- Multi-Chip Elements Programmable SAW Filter, MDE-ST 2000, pp345—351 (10/2000)

Extracurricular Activities

- July 2000—Aug. 2000 Participated in Hewlett-Packard Co. Summer Workshop, Beijing
- Sept. 1996—May 1998 Served as the head of the Student Union, HIT
- Organized a charity team to bring relief aid to rural mountainous region

Academic Honors

- The HP Scholarship, HP China 2000
- Excellent Student Award, Harbin Institute of Technology 1999
- Excellent Graduate Award, Heilong Jiang Education Commission 1999
- Excellent University Student, Chinese Ministry of Education 1998

Mr. Zhou, Lei

Proposed Quarter: Fall 2003

Proposed Degree: Ph.D. in Networks (EE)

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E-mail: superlei@263.net

EDUCATION

- 09/00—03/03 Department of Communication and Information Systems
Beijing University of Posts & Telecommunications (BUPT)
Master of Communication&Information Systems, GPA: 3.6/4.0
- 09/95—07/00 Department of Automation
Beijing Institute of Technology (BIT)
Bachelor of Automation, GPA: 3.5/4.0

RESEARCH EXPERIENCE

- 04/02—present *Development of IP Telephone Gateway Device Project for Beijing Telecommunications Corp.*
Research Assistant: Responsible for the software architectural design of the IP Phone Gateway.
- 01/02—04/02 *China MPLS Standard Specifications for Beijing Telecommunications Corp.*
Research Assistant: Responsible for authoring the following documents:
 ◇ “Use of Label Switching on ATM Network”
 ◇ “Use of Label Switching on Networks”
 ◇ “MPLS Capability Set”
 These specifications were presented at the China IP Standard Group Annual Conference (2002).
- 08/01—12/01 *Hardware Design of ATM Access Switch for Linglian Technique Company*
Hardware Developer: Responsible for designing a high density ATM E1 interface card and an 10/100M Ethernet interface card.
- 05/99—08/99 *Test of Telecommunication Devices for China Unicom's Data Network*
Test Engineer: Responsible for testing and evaluating an IP+ATM solution scheme.



PUBLICATIONS

- ◇ *The Primary Specification for protocol Label Switching*, Annual Conference of China MPLS, 2002.
- ◇ *The Specification for Multiprotocol Label Switch*, Annual Conference of China MPLS, 2002.
- ◇ *IP Telephone Gateway Device Design*, Beijing Telecommunication Journal, 2001.

HONORS & AWARDS

- ◇ Excellent Master's Degree Dissertation, 2003.
- ◇ Member of China IP Standard Working Group, 2002.
- ◇ Excellent Bachelor's Degree Thesis, 1999.

AFFILIATIONS

- ◇ Vice-president of English Salon of Department of Automation, BIT 1996—1997
- ◇ Vice-president of Students Union of Department of Automation, BIT 1997—1998
- ◇ Teaching Assistant in Students Center, BUPT 2002

STANDARD TESTS

TOFEL	637	May 2002
TWE	4.5	May 2002
GRE	2140	Sept. 2001

REFERENCES

- ◇ **Liu, Yongzhong**, Professor, Department of Automation , BIT
Telephone: 0086-10-85671234 Email: liuyongzhong@vip.sina.com
- ◇ **He, Zhili**, Chief Engineer, Vice Chairman of China IP Standard Working Group
Telephone: 0086-10-34561278 Email: tigher@hotmail.com
- ◇ **Shi, Ping**, Director of the Research Institute of BUPT.
Telephone: 0086-10-78956723 Email: shiping345@yahoo.com.cn

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 Tel: 0086-10-45678912
 damingzhang@sina.com

Mr. Zhang, Daming

Objective

To gain admission into Wisconsin University's doctoral program in Pharmacy with a specialization in Immunology, Pathology, Pharmacology, and Toxicology

Summary of Qualifications

- **Exceptional Academic Record**
- **Proven Research Capability**
- **First Rate Professional Qualifications**

Education

- | | |
|-------------------|--|
| 1997—2000 | Master's of Science (Pharmacology) at The First Clinical Hospital of Beijing Medical University, Beijing |
| Honors and Awards | <ul style="list-style-type: none"> • Excellent Dissertation Granted by Beijing Pharmaceutical Association |
| 1990—1995 | Bachelor's of Science (Clinical Medicine) at Beijing Medical University, College of Clinical Medicine, Beijing |
| Honors and Awards | <ul style="list-style-type: none"> • First Place Scholarship for five successive • Top Graduate of the Class (GPA 3.8/4.0) |

Professional Experience

- | | |
|--------------|--|
| 2000—present | Researcher , Beijing Xiehe Hospital |
| Research | <ul style="list-style-type: none"> • Phase I Clinical trial of propeverine |
| Involvement | <ul style="list-style-type: none"> • Phase I Clinical trial of glipemiride • Phase I Clinical trial of phentolamine mesylate • Phase II Clinical trial of mezlocillin |
| Other posts | <ul style="list-style-type: none"> • Instructor of graduate students on application of chromatography analysis • Supervisor of two undergraduate students on their graduation dissertation |



1995—1997

Researcher, Beijing Institute of Pharmacology

Research

- Study of pharmacokinetics of naltrexone in humans

Involvement

- Establishment of HPLC method in detecting taxol in dog plasma
- Study of taxol distribution and elimination in mice

Publications

- ***Biotransformation of etheofazine in adult rats***, presented through collaboration with Liu Lin, Mei Xiaoying in *National Journal of Medicine*, 2002, Vol: 45, pp452—460.
- ***Biotransformation of etheofazine in hepatic subcellular fractions dogs***, presented through collaboration with Liu Lin, Li Xiaoming in *National Journal of Medicine*, 2001, Vol: 45, pp234—241.
- ***Determination of propiverine in human plasma***, presented through collaboration with Sun Xuming in *National Medical Journal*, 2000, Vol: 123, pp479—481.
- ***Primary drug metabolism studies***, *Chinese Pharmaceutical Journal*, 1998, Vol:15, pp107—110.
- ***Effects of ofloxacin***, presented through collaboration with Wang Xiao in *Chinese Journal of Medicine*, 2003.
- ***Observation and analysis of drug reactions in clinical trials***, presented in *Chinese Pharmaceutical Journal*, 2003.
- ***Application of liver slices to drug metabolism***, presented in *Chinese Journal of Pharmaceutical Analysis*, 1999, Vol: 45, pp 350—355.
- ***Taxol in dog plasma, mouse tissue, urine***, presented through collaboration with Li Li, Liu Quan in the *Chinese Journal of Clinical Pharmacology* 1999, Vol: 65, pp423—443
- ***The distribution of taxol in mice***, presented in *Pharmaceutical Journal of Chinese PLA*, 1999, Vol: 35, pp 123—127.
- ***Single oral dosing study on the safety and tolerance of propiverine hydrochloride***, presented through collaboration with Qian Qing, Wang Feng in *Information of the Chinese Pharmacological Society*, 1998, Vol: 21, pp 12—15.

Language Ability

TOEFL:	637	08/1999
GRE:	2190 (V: 700 Q: 730 A: 760)	05/2000
TWE	5.0	08/1999

Mr. Ding, Song

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OBJECTIVE To obtain a Ph.D.in structure engineering

HIGHLIGHTS

- **Highly-Experienced Professional**
- **Proven Research Capacity**
- **Excellent Computer Skills**

PROFESSIONAL EXPERIENCE

1999—Present Shanghai-Guangzhou Highway Preparatory Office Shanghai, China
Management Engineer

- Drainage control of first phase of Shanghai-Guangzhou Highway
- Supervision of the construction of real estate projects
- Treatment of building foundations
- Evaluation and planning of civil projects

1994—1999 Beijing Hydroelectric R&D Institute Beijing, China
Senior Engineer

Projects undertaken:

Stress analysis, Huihe hydroelectric power station

- Performed finite element analysis of gravity dam
- Applied structure analysis program to calculation

Structure design, Miyun pump power station

- Designed underground power house
- Served as team leader

High-pressure fork pipe, Chunlaidao pump power station (Sichuan,China)

- Designed & implemented underground fork pipe
- Dealt with rare static water
- Received "Outstanding Design" award from institute



Design representative, Huangshi hydroelectric power station (Anhui, China)

- Solved design/technical problems on-site
- Served under a key provincial project

Prototype design team, Huangshi hydroelectric power station (Anhui, China)

- Designed concrete to be placed around spiral case of station
- Processed data, comparative model analyses
- Received "Excellent Report" Award from the Ministry of Energy

EDUCATION

1990—1994 Harbin Institute of Technology Heilongjiang, China

B. S. Construction Engineering

- GPA 3.8/4.0, Honor student (top 2% of class)
- Participated in the river planning of Song Huahu, Jilin City
- Thesis: Design of Dams Based on Reliability Theory

COMPUTER SKILLS

- Experienced in Basic, Fortran, C, CAD/MDL, CAI
- Proficient in Microstation (CAD), MS Office
- Applying computer technology to structural analysis, design, and in the field
- Consultation and maintenance of hardware

PUBLICATIONS

- *Analysis of the Huanshi Dam by Finite Element Method*, preliminary research report of Huanshi Hydroelectric Power Station, 1994
- *Design of Dams Based on Reliability Theory*, thesis of the Structure Reliability Commission, Jilin 1995
- Translation of the dissertation entitled *Hydraulic Structure on ICOLD*, Collected translation papers, 1996

Mr. Sun, Xuming

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Jilin City, P. R. China, 132001

Objective **To earn a Master's Degree in Economic Development**

Work Experience

- 2000—present International Settlements Department, Bank of China, Jilin Branch
Assistant Manager
 Responsible for overseeing entire export and import business
 Resolve international trade disputes
 Examine outward bills
 Oversee issuance of letters of credit
- 1997—2000 Guarantee Section, China Construction Bank, Jilin Branch
Assistant Manager
 Initiated reform procedures to minimize credit risk
 Implemented divisions of responsibility to enhance efficiency
 Created archive of international regulations to improve credit evaluation
 Administered issuance of letters of guarantee
- 1993—1997 Foreign Exchange Credit Department, China Construction Bank, Jilin Branch
Analyst
 Initiated and analyzed feasibility studies to determine project viability and credit risk
 Authored several FoxPro-based programs to automate project maintenance procedures

Education

- 1989—1993 North China University of Business and Economics, Dalian, Liaoning
Bachelor of Economics, Finance
 GPA: 3.6/4.0 (ranked 3rd in the class)

English Proficiency

TOEFL: 1650 (listening: 62; verbal: 68; reading: 65)
 GRE: 2230 (verbal: 710; analytical: 720; math: 800)
 Ranked first, National Test of Financial English, 1998
 Ranked first, National Undergraduate Oral English Contest, 1992



Ms. Chen, Tong

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Objective: To attend an LL.M. program at the University of Windsor

Summary of Qualifications

- Critical thinker with high aptitude to read and digest material
- Highly motivated, responsible, reliable and efficient
- Strong analytical ability

Education

B.A. in Law, 1998, Tsinghua University, Beijing, China; GPA: 3.6/4.0

Work Experience

Honeywell Co., Ltd.

2002—2003

In-house Counsel, Handled more than two hundred contracts a year. In 2000 alone, responsible for closing deals valued at more than US1 billion in total.

First Senior Contracts Consultant, Provided the ultimate legal support to the company's headquarters in Beijing and its branches in Shanghai, Guangzhou, Shenyang, Chengdu and Shenzhen. Delt with heavyweight lawyers and businessmen both in China and from around the world.

Department of Treaty & Law of China Welfare Enterprise

1999—2001

Consultant, Attended negotiations between MOFTEC and Philips Co. on the anti-dumping case of color TV sets.

Translator, Translated into English the answers to a questionnaire about intellectual property at the Third APEC High Official Conference- my translation was eventually used by the high officer representing China in WTO negotiations.

Teacher, Selected to teach a training course on the WTO held by China's Ministry of Foreign Trade and Economic Cooperation.

Speeches, Selected to give a speech on the relations of China and the WTO at a forum held by the Ministry of Foreign Trade and Economic Cooperation.

Guorong Tianshun

1998—1999

Legal Assistant. Was initially hired to conduct translation into English, then took on more important tasks.

Computer Skills

Proficient in Microsoft Excel, Microsoft Word, Microsoft Visual FoxPro, and Macromedia Dreamweaver

Extracurricular Activities

<i>Key member</i>	Helping Hand Committee of Tsinghua University	1997—1998
<i>Active member</i>	Legal Committee of Honeywell Co., Ltd.	2002—present
<i>Key member</i>	Legal Reading Group	2002—present
<i>Organizer</i>	Festival of Legal Culture	1999 and 2000

Academic Honors

□ <i>First Prize in the Tsinghua Debate Contest</i>	1997, 1998
□ <i>Excellent Student of Beijing</i>	1996, 1995, 1997
□ <i>Excellent Student Cadre of Beijing</i>	1996, 1997

Publications

□ <i>Diplomatic Immunity in International Law</i>	(<i>Tsinghua Law Review</i> , Vol.5)
□ <i>A Comparison of International Law and Commerical Law</i>	(<i>Law School web site</i>)
□ <i>How to Write Enterprise Contracts</i>	(<i>China Enterprise Journal</i> , 2002)



Mr. Song ,Yang

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Objective: To attend a graduate program in Computer Science

QUALIFICATIONS

- Highly motivated to achieve set goals, responsible, reliable, efficient
- Extensive education and experience in computers, networking and multimedia technology
- Strong interpersonal and organizational skills

EDUCATION

B.S.(class of 1999), Electrontrical Engineering, North China University of Technology (NCUT)

IBM Certified Specialist, AIX V4.1 & AS/400

MCSE (Microsoft Certificated Systems Engineer)

RESEARCH EXPERIENCE

- ***Project: The emergency locking properties of motor vehicle safety belts***

Research Assistant:

- used advanced linear actuator with serve controller, controlled by a PC dynamic heads and acceleration sensors
- personal responsibilities included: installing the linear actuator and its serve controller, designing the interfaces of the serve controller
- combined programming of C and the control language of the serve controller
- applied computer graphics technology to visualize results

- ***Project: Computer-Aided Instruction Software Development***

Research Assistant:

- developed CAI software for the Electronic Technology Center of NCUT
- software included text, picture, sound, video and a user friendly, interactive interface
- managed the schedule of the software development
- programmed, debugged, produced and collected the multimedia materials
- achieved a software that is now fully operational in NCUT

▪ ***Project: Dynamic flow birefringence of cardiovascular models***

Research Assistant:

- developed a fast method to convert analog video to digital image in real time
- developed a program on a PC to simulate the cardiovascular model by using birefringent fluid

WORK EXPERIENCE(part-time)

▪ ***Electronic Technology Center, NCUT (2001—present)***

Systems Administrator:

- responsibilities included maintaining all the computers and a multimedia education network system, as well as the LAN and its Internet connection
- designed a Local Area Network with 60 computers based on TCP/IP
- set up a firewall and a proxy server for the LAN to ensure free access to Internet

▪ ***North China University of Technology (2000—2001)***

Teaching Assistant:

- prepared experiments
- helped students familiarize themselves with software
- instructed and demonstrated experiments

COMPUTER SKILLS

- Programming with VC++, C, Assemble language, SPICE and Authorware
- Website design; programming in HTML and different scripts
- Mastered the following platforms: Linux, Windows 2000, Windows NT4, FreeBSD, Windows 9x

HONORS & ACTIVITIES

- Honored as “**Honorable and Excellent Student**” by NCUT in 1999 and 2000
- Awarded as “**Excellent Individual**” in 2001 for outstanding work in Student Association

Mr. Xu, Jiantao

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District Beijing, People's Republic of China, 100087
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jiantao-xu@hotmail.com

PROFESSIONAL EXPERIENCE

- 2000—Present **Director**, Investigation Department
Beijing Urban Engineering Design & Research Institute (BUEDRI), Beijing
- Responsibilities:* Manage 100 staff members, comprising 1/3 of the Institute's total personnel.
Supervise 3 subdivisions: Fieldwork Exploration Team, Geotechnical Engineers Team, Beijing Highway Design Team.
Overall responsibility for project deadlines, quality, customer service and cost control.
Widen market share of geotechnical investigation business, negotiate and agree contracts.
- Achievements:* Led the department to fulfill over 150 geotechnical investigation projects, including many major projects in Beijing.
In 2001, led the department to produce a record output value of RMB 14 million, the average annual output value being only 6 million. The department made a profit of RMB 8 million.
- 1998—2000 **Vice-Director**, Design and Research Department
Beijing General Municipal Engineering Design and Research Institute (BGMEDRI), Beijing
- Responsibilities:* Administration, resource and task allocation.
Coordination with cooperative departments.
Management of major bridge design projects.
Supervision of draftsmen in construction drawings.
- Achievements:* Designed several kinds of structures, such as simple beams, continuous beams, special-shaped slabs, composite beams and underground seal structures.
Designed 2 intersections, namely Daoxiangchun Bridge and Heyouwei Bridge, of the Beijing- Dalian Freeway, a national-level project totaling an area of more than 10000m², and with investments of more than RMB 30 million.
- 1996—1998 **Intern & Assistant Engineer**, Design and Research Department
Beijing General Municipal Engineering Design and Research Institute (BGMEDRI)
- Responsibilities:* Design bridges.
- Achievements:* Designed the 2 longest ramps of the Dashanzi bridge, the largest interchange in Beijing linking the Capital Airport Freeway.
Proposed a method to protect Yongdingmen Bridge, an interchange of Beijing's Southern 2nd Annular, from being soaked and washed out by a surrounding moat.
Participated in the design of Siyuan Bridge, one of the biggest interchanges in Beijing.

EDUCATION

- 1993—1996 **Master of Engineering in Civil Engineering**, majoring in urban roads and bridges
Shanghai Institute of Civil Engineering and Architecture
GPA: 3.65
- 1990—1993 **Bachelor of Science in Civil Engineering**, majored in urban roads and bridges
Shanghai Institute of Civil Engineering and Architecture
GPA: 3.7/4.0 (top 3% of class)

PROFESSIONAL HONORS

- Exemplary Member of Beijing Urban Engineering Design & Research Institute, 2002
- Outstanding Employee of Beijing Urban Engineering Design & Research Institute, 2001
- 1st Prize, Beijing Technical and Development Award, 1999
- 2nd Prize, Architectural Drawing Competition, BG MEDRI, 1998
- Outstanding Intern of BG MEDRI, 1996

ENGLISH PROFICIENCY

GMAT	710	April 10, 2001
TOEFL	610	August 15, 2002
TWE	5.0	August, 2002

COMPUTER SKILLS

- Applied AutoCAD and several structural analysis programs such as SAP90, BSAS, Usp15 both during undergraduate studies and professional work.
- Created software programs such as “Post-treatment of Bridge Analysis System” and “Test Program of Structure Strength”.

VOLUNTEER ACTIVITIES

- 2000—Present: **Deputy Secretary**, Beijing Northeast Natives Fraternity, organizing Northeast natives in Beijing to help each other and benefit the Northeast area, eg. providing technology information to the local government to develop the local economy.
- 1996—1999: **Committee Member**, Labor Union of Beijing General Municipal Engineering Design and Research Institute (BG MEDRI), organizing activities to gather donation for poor rural students and victims of natural calamities such as earthquake and flood.



Mr. Liu , Jun

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EDUCATION

Bachelor Degree **Beijing University of International Business and Economics**

September 1992 — June 1996

Major: International Trade, Minor: Economics

GPA: 3.4/4.0

PROFESSIONAL EXPERIENCE

Assistant Manager Guangzhou Insurance Company, Guangzhou 2000—present

Investment Department

Responsible for the operation of insurance

- ♦ Release, distribution, trading, and buying of treasury bills
- ♦ Maximizing rate of return on investments through market research and making forecasts

Accomplished:

- ♦ Successful prediction that Bank of China would decrease interest rates
- ♦ Participation in a “special” bond issuance of 150 billion yuan (\$18 billion) in 2003 for spending on infrastructure to spur economic growth

Senior Manager Bank of Communications, Guangzhou Branch 5/1998—6/2000

Planning and Funding Department

Responsible for the funding plan, risk control and new business research

- ♦ Managed asset liability ratio
- ♦ Managed all aspects of deposits

Assistant Manager Bank of Communications, Guangzhou Branch 5/1996—6/1997

Children's Education Insurance

Responsible for insurance business exploration

- ♦ Devised insurance scheme
- ♦ Developed regulation for education insurance

Account Manger Bank of Communications, Guangzhou Branch 5/1996—6/1997
Responsible for dealing with daily business activities

PROFESSIONAL TRAINING

- ♦ **Asset Liability Ratio Management Training**, Bank of Communications, 1998
- ♦ **Bond Operation (Investment and Risk Control)**, Gutai Junan Security Company, 2001

AWARDS

- ♦ Outstanding Employee, Guangzhou Insurance Company, 2002
- ♦ Outstanding Account Manager, Bank of Communications, Guangzhou Branch, 1997
- ♦ Best Student Award 1993—1996

OTHER SKILLS

Computers: Familiar with the Windows 98 operating system, Fox-Pro and Microsoft Office including WORD, EXCEL

Languages: TOEFL: 627 TWE: 5.0 GRE: 2240



Mr. Yang, Xinming

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OBJECTIVE

To conduct graduate research in Computer Science, majoring in one or a combination of the following areas:
Parallel Processing, Operating Systems, Neural Networks, Computer Image Processing, Information Processing

EDUCATION

- Sept.00—Present **Master's Degree in Computer Science**
Department of Computer Science, Nanjing University
➤ Ranked 1st with an overall GPA of 3.7 in Computer Science Dept.
- Sept.92—July 96 **Bachelor's Degree in Computer Science**
Department of Electrical Engineering, Hangzhou University
➤ GPA ranked among top 5%

TEACHING EXPERIENCE

- Mar.01—Present **Graduate Teaching Assistant**
Nanjing University
➤ Tutored two senior students in undergraduate design
- Sept.00—Jan.01 **Lecturer (part-time)**
Nanjing Adult Computer School
➤ Taught Database Programming
➤ Taught an Introductory Computer Course to freshmen

RESEARCH EXPERIENCE

- May.01—present **Computer Engineering Designer**
Nanjing University
➤ Participated in the "Optimal Control System" as part of a national level project sponsored by the National Natural Fund

- Programmed a three-level BP neural network with Visual C++
- Realized the data-mining interface and data communication with Visual Basic
- Simulated the process with Matlab software
- Feb.02 — July.02 **Undergraduate Thesis Supervisor**
Nanjing University
 - Tutored two undergraduate students in their thesis on “Design and Analysis of Parallel Algorithms”
- July.99 — Aug.00 **Database Management Supervisor**
Nanjing University
 - Developed a Library Management Information System with Visual FoxPro
- Feb.98 — June.99 **Network Designer**
Nanjing University Computer Center
 - Simultaneously utilized DOS and UNIX operating systems supported by Novell
- May.97 — Dec.97 **Designer**
Nanjing University Computer Center
 - Conducted research on “The System of Microcomputer Interface”
 - Designed and experimented with programs using C and Assembly Language
- Sept.96 — April.97 **Designer**
Nanjing University Computer Center
 - Conducted research on “Computer Assisted Physics System” using C & Assembly Programming

AWARDS RECEIVED

- 2000 — Present **Received the Outstanding Graduate Student Award for 2 consecutive years**
 Dept. of Computer Science, Nanjing University
- Sept.92 — July.96 **Received the Outstanding Undergraduate Student Award several times**
 Department of Physics, Huaibei Coal Industry Teachers' College, China

ENGLISH PROFICIENCY

- | | | |
|-------|------|--------------|
| GRE | 2220 | Oct. 2002 |
| TOEFL | 637 | January 2002 |



Miss Li, Yan

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Objective

- ♦ To pursue a Master's Degree in Mass Communications

Highlights

- ♦ Enthusiastic, positive and self-motivated
- ♦ Rich experience in editing, reporting, writing and marketing
- ♦ Fluent Spoken English

Education

- ♦ Sept. 92—July 96 Bachelor of Arts, Shanghai Maritime University (SMU)
Majored in English
Minored in Marketing
Grade Point Average: 3.65/4.0

Career Achievements

- ♦ April 99—Present **Assistant Manager**
International Marketing and Public Relations
China Sino-Processing Survey Company, Shanghai, China
 - Conduct media market research
 - Write reports
- ♦ June 97—March 99 **Secretary to Senior Manager for China Distribution**
Gillette (China) Ltd
 - Assisted with channel and customer communication and management
 - Executed sales and marketing plans relating to exhibitions and media publicity
 - Established database of prospective customers
- ♦ July 97—June 97 **Editor**
Shanghai Oriental Television
 - Translated and edited English movies

Internship/Extracurricular Achievements

- May 96 **English Teacher (intern) in the Department of Arts**
Shanghai Maritime University (SMU)
- July 95 **Part-Time Editor for *World Affairs***
China Daily (English Newspaper)
- July 95 **Part-Time Announcer and Reporter for *English News***
Shanghai Easy FM Radio Station

Awards and Scholarships

- 2001 Best Employee Award, China Sino-Processing Survey Company
- 1996 Honorary Title of Excellent Graduate, SMU
- 1992—1995 First Class Academic Scholarship

Language Proficiency and Computer Application Skills

- Able to speak and write fluently in English, Chinese and Japanese
- Proficient in Microsoft Windows, Word, Excel, Power Point, ClarisWorks, SPSS & PhotoShop computer application software

Standardized Tests

- Japanese Language Proficiency Test (Level 3) Certificate, Association of International Education, Japan
- GRE: 2230 Oct. 2001
- TOEFL: 637 May 2001
- TSE: 5
- TWE Band 5

Main Publications

- ♦ **Translated Works**
“Women’s Career Choice”, Women in China, Issue No.10, pp15—18, 2001
- ♦ **Articles Written**
“New Look on Local Tax Collection and Management”
“Paperboard Quality Improvement”
- ♦ **Edited Books**
“Brief Introduction to Excel”, China Computer Press, 1995



Mr. Sha, Jianyi

P.O. Box 7654-123, Changsha, Hunan Province, P.R. China, 410073
0086-0731-83668166(H); 0086-13801045412(C), jianyis@hotmail.com

Education 1993—1997 *Bachelor of Science in Mechanics*

Huazhong University of Science and Technology (HUST)

- Ranked first out of 30 students in the department
- GPA : 3.65/4.0

Employment 2001—Present

History &

Career

Achievements

- *Research and Development Engineer*

North China Instruments Ltd.

Changsha, China

- Provide technological support and consultation
- Plan to participate in a project supported by the National Natural Fund

1999—2001

- *Research and Development Engineer*

National Institute of Mechanics

Changsha, China

- Carried out research on project titled “high accuracy, wide pulse proportional pneumatic actuator”.
- Participated in the general plan and component design.
- Responsible for the design of the test system and design of SMC control system.
- Researched the actuator of mass equilibrium control systems and investigated the working principle and characteristics of the actuator of a dynamic mass equilibrium control system. Developed a mathematical model and method of realization.
- Designed the electromagnet component and responsible for testing the actuator. Solved the problem of electromagnet character asymmetry. Participated in the tri-component force experimental bench, solved the problems of low-frequency and large hinge.

1998—1999

▪ **Research Assistant**

Institute of China's Weapon Industry Corporation

Changsha, China

- Developed a better understanding of the principles, structure, and technical merits of the actuator of heavy anti-attack missiles.

1997—1998

▪ **Research Assistant**

Institute of China's Weapon Industry Corporation

Changsha, China

- Improved design of the electric-screwdriver and joined the technical group transforming the power-control system.

**Papers &
Publications**

“Design of Pneumatics”, *Application of Mechanical Technique*, March 2002, Vol 14, pp 234—245

“Application of Fuzzy Control”, *Application of Mechanical Technique*, January 2001, Vol 60, pp156—175

“Design of PWM Controllers”, *The 3rd International Mechanics Conference Proceedings*, 2000, Vol 52, pp 145—54

**Awards
Obtained**

- Academic Scholarship, HUST 1993—1997
- 2nd prize in “Mechanical Design Competition”, HUST 1995
- Excellent Trainee in Practice Award 1998

**English
Proficiency**

- TOEFL 610 May 2001
- GRE 2180 November 2001



Ms. Fang, Yaning

4-2-729 Xianghe Lane, Nilan Street
Xianhe District
Sichuan
People's Republic of China, 610000
Home Phone: 0086- 028-45231789
0086-13501236445
Email: yaningf@hotmail.com

WORK HISTORY

- 03/01—present *Editor and Chief, Sichuan Daily*
- Selected, revised, and arranged materials for the Culture page
 - Designed weekly layouts using articles provided by the newspaper and gathered appropriate pictures and eye-catching material
 - Edited and prepared the literacy work of column writers
 - Wrote articles in a special editorials column
- 07/00—03/01 *Assistant Editor, Sichuan Daily*
- Translated international news stories from English into Chinese for publication.
 - Proofread journalists' articles before being submitted to the editor
- 03/99—06/00 *Public Relation Officer, NewStart Business Management Corporation*
- Organized the "Looking Ahead to the Future", China Building & Interior Decorations Trade Fair
 - Organized all of the personnel to host the trade fair and all of the decorations for the event
- 07/98—02/99 *English Teacher, Sichuan Normal University*
- Taught practical English (reading, writing, grammar)
 - Taught English listening comprehension courses
 - Worked in language laboratories

EDUCATION

- Bachelor of Arts, majored in English Linguistics and Literature, minored in Computer Science
- Foreign Languages College, Sichuan University, graduated 07/98
- GPA: 90/100

COMPUTER SKILLS

- Skilled in using various types of web-designing software
- Well-versed in Microsoft 2000 and DOS Operating Systems
- Thoroughly skilled in using Microsoft applications such as Word and Excel, Power Point

ENGLISH PROFICIENCY

- | | |
|-----------------------------|----------|
| • TOEFL: 623 (57,68,62) | May 2001 |
| • GRE: 2120 (600, 750, 770) | May 2001 |

Miss Ren Lili

P.O. Box 215 ,Renmin University of China

liliren@yahoo.com

59 Zhongguancun Street, Haidian, Beijing, P.R. China, 100872

EDUCATION**Renmin University of China**

Major: Applied Economics GPA: 3.5/4.0

Expected date of graduation: June 2001

RESEARCH

Analysis of the Microstructure of China's Market 2000

EXPERIENCE

The Demonstrational Analysis on the Chinese Stock Market 1999

Designed the Stock Investment System 1999

Designed an Evaluation Software with VB 1999

Determined the Scale of China's National Debt 1998

WORKING

Interpreter and guide for foreign visiting scholars 1999

EXPERIENCE

Teaching Assistant 1999

Interpreter and guide for foreign visiting scholars 1998

President of the student union 1997—1998

Part-time mathematics teacher for middle-school students 1997

TEST

TOEFL: 620 May 2000

SCORES

GRE: 2220 October 2000

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Adobe PhotoShop,
HTML, JavaScript, ASP, and programming data bases.

AWARDS

Excellent Graduate Student Award, Renmin University of China , 2000

Excellent Student Award, Renmin University of China , 1999

Excellent Student Leader Award, Renmin University of China ,1998



Ms. Lu, Qin

Apartment 8-401, Building 15, Yananlu, Shanghai, P.R.C., 200021
0086-21-556421378 0086-13910487965 Email: luqin@sina.com

OBJECTIVE To enter the Management of Accounting Program at the University of Toronto.

SUMMARY OF QUALIFICATIONS

- Experienced Professional Accounting Manager
- Excellent Professional Track Record
- Outstanding Academic Record
- Graduate of Peking University
- Fluent English

EXPERIENCE

2000—present Accounting Department, Guotai Junan Securities, Shanghai
Senior Manager

- Supervising five accountants in corporate headquarters
- Supervising accountants in 15 subsidiary offices
- Managing fixed asset ledger
- Analyzing financial statements
- Reporting and analyzing monthly expenditures
- Writing the company's Manual of Accounting Standards

1996—2000 Shunfeng CPA, Beijing
Department Manager and CPA (China)

- Managed First Auditing Department
- Performed annual audits for key clients including Quocom and Ericsson China
- Active participation in audit regulation
- Designed internal filing system
- Audit planning
- Tax consulting

1995—1996 American Medical Equipment Company, (Beijing)

Sales Executive

- Sold medical equipment in Tianjin and Beijing
- After-sales services and product shipping support

1992—1994 Institute of Mechanics, Chinese Academy of Sciences (Beijing)

Research Assistant

- Conducted Mechanical experiments
- Wrote and published research findings

EDUCATION

KPMG & Chinese CPA Association (Beijing)

Auditing Diploma 1996

Mechanical Engineering Department, Peking University(Beijing)

Bachelor of Engineering 1988—1992

QUALIFICATIONS & MEMBERSHIPS

Chinese CPA Qualification, 1998

Member, Chinese Certified Public Accountants Association

SKILLS

- Fluent English
- Proficient computer skills, eg. Visual C++, AutoCAD, JavaScript, HTML, Protel, PhotoShop

REFERENCES AVAILABLE UPON REQUEST



Mr. Liang, Tian

2-3-702# Jincheng Huayuan, Wen Yi Xi Lu, Hangzhou, People's Republic of China, 310012

Tel: 0086-571-5990370 (Office) 0086-571-8861013 (Home) Email: tianliang@hotmail.com

Summary of Qualifications

- Successful Entrepreneur
- Experienced Manager
- Excellent Professional Track Record

Professional Experience

2000—Present General Manager and Co-Founder

Hebei Newstart Electronics Equipment Co, Ltd., 5th Floor, Haishi Building, Chongfeng Road, Jinan City, China

Size: US\$2m (2002 revenue), 15 employees

Nature & Activities: Electronics equipment dealer

Total Income in 2001: US\$130,000

Total Income in 2000: US\$ 80,000

Responsibilities:

- General Management

Achievements:

- Established an efficient and cooperative team
- Defeated HP China in the bid for Shangdong University's Electronics equipment

Most Significant Challenge: Breaking into "connections"-ridden electronics market

1997—2000 General Manager of Hangzhou Branch

Area Sales Manager

Electronics Products International, No.83, Jingshilu, Jinan City

Nature & Activities: A leader in the development and manufacture of Electronics Products.

Reason for leaving: Eager to establish my own enterprise

Starting annual base salary: US\$8,000 in 1997

Other earned income: US\$5,000 in 1997

Ending annual base salary: US\$13,000 in 1998

Other earned income: US\$9,000 in 1998

Responsibilities:

- Increase sales volume in Shangdong Province

Achievements:

- Doubled Shangdong's sales volume in 1998

Most Significant Challenge: Communicating China Electronics market situation and official positions to American managers

- 1995—1997 Sales Manager (6/96—6/97)**
Sales Representative (4/95—5/96)
 Shanghai Health Care Products Co., Ltd., Shangdong
 Nature & Activities: Health care products manufacturer
 Reason for leaving: Interested in Electronics industry
 Starting salary and bonus: US\$400 per month
 Ending salary and bonus: US\$800 per month
 Responsibilities:
 ■ Increase sales volume
 ■ Regional marketing
 Achievements:
 ■ Achieved half of total sales volume in Shangdong Province
 Most Significant Challenge: Matching company benefits to patient benefits.

Education

- 1999—2001** Certificate of Finance
 School of Business Administration
 Shangdong University
1992—1995 Shangdong University
 Studied for three years as top student

Extracurricular and Community Activities

- 10/2001—present Director, Fengyayuan Xiaoqu Residents' Committee
 03/2000—present Member, Shangdong Association of Private Enterprise Owners
 06/1992—06/1995 General Editor, Shangdong University Student Newspaper

Awards and Honors

- “Best Management Trainee”, Electronics Products International in America, 1998
- “Best Sales Manager”, Electronics Products International, 1998 and 1999
- Academic Scholarships, Shangdong Univeristy, 1992—1995

Computer Skills

- Familiar with Window XP, Window 2000
- Skilled in Excel, PowerPoint, Access and Web

International Exposure

- Traveled in Europe in 2000
- Received management training in USA in 1998
- Led telecom clients to Hong Kong and Thailand in 1999



Mr. Yuan, Yue

Address: No.125, Zhong Guancun Road, Haidian District, Beijing, P.R.China, 100081

Phone: 0086-10-82645678, 0086-139104789645

Full Time Working Experience

Xi'an Institute of Optics and Precision Mechanics (XIOPM), Chinese Academy of Science, Xi'an

Jun. 2001 — Present

Position: *Director of the General Office* (selected from among 10 candidates, which made me the youngest official of my ranking in the XIOPM)

Responsibilities: Manage a 50,000 square metre building space and 50,000 square metre of land, provide security and logistical support for over 3,000 people of the center, assume responsibility for reorganizing the center to make it an efficient, streamlined new company.

Achievements: 1>Successfully managed the real estate of the center, increased rent revenue by tenfold; 2>Drafted and implemented a proposal for reorganizing our center, which won acclaim from all sectors of the center.

Xi'an Institute of Optics and Precision Mechanics (XIOPM), Chinese Academy of Science, Xi'an

Jan.1999 — May 2001

Position: *Director of Optical Instrument R&D group*

Responsibilities: R&D of standard optical instruments, especially of Transient Optics & optoelectronics, Space Optics, Optical and Electrical Engineering, and Fiber Optics and Special optical materials.

Achievements: Successfully developed a new generation of transient optics and other standard instruments.

Xi'an Institute of Optics and Precision Mechanics (XIOPM), Chinese Academy of Science, Xi'an

July 1997 — Dec.1998

Position: *Engineer of Optical Engineering Department*

Responsibilities: Developed the amplifying and compressing of laser impulses.

Achievements: China's first laser impulse of this kind was produced and found to be technically reliable.

Part Time Working Experience

Pengcheng Technological Company, Xi'an

April 1996 — June 1996

Position: *Sales Representative*

Responsibilities: Sold and promoted optical products, identifying new markets.

Achievement: Developed new product functions.

Xi'an Electronics Company, Xi'an

May 1995—Aug. 1995

Position: Sales Representative**Responsibilities:** Promoted customer relationship, organized product distribution.**Education****Xi'an University of Science and Technology**

Sept. 1993—July 1997

Degree: Bachelor of Engineering**Major:** Optical Engineering**Overall GPA:** 3.7**Standard Tests**

GMAT: 700

TOEFL: 627

Mathematical Strength

Learned advanced Mathematics including Calculus, Linear Algebra, Statistics and Probability Theory, and Discrete Mathematics at university. Have practical experience applying my math skills.

Extracurricular Activities

- Class monitor of 60 students at Xi'an University of Science and Technology
- Member of the Student Union at Xi'an University of Science and Technology, successfully organized football matches in which 20 teams participated
- Vice president of the Volunteers' Association at Xi'an University of Science and Technology, organized many volunteer activities

Computer Skills

- Microsoft Certified System Engineer; Familiar with Dos, Microsoft Office 2000 Operating System and IE/Netscape
- Master FORTRAN, BASIC, Turbo C, Borland C, Visual C++ and Assemble Language (Z 80/8051/8098/8086) Program
- Able to establish intranet and design via various kinds of software in both English and Chinese version
- Deeply interested in, and have obtained a strong good knowledge of E-business

Honors

- "Best Employee" in 2002
- "Distinguished Graduate" of the Optical Engineering Department (10 out of 240 people)
- Certificate of Distinction in Military Training program
"Excellent Student Scholarship" at Xi'an University of Science and Technology for four consecutive years
- "Leading Activist" in Social Practice Program of Xi'an University of Science and Technology



Mr. Hou, Yaoguo

P.O.Box 25,Zhong Guancun,Haidian
Beijing, P. R. China,10080

Tel: (86 10) 12345678 / (86) 13613613611
E-mail: dudubear@hotmail.com

OBJECTIVE	To pursue an MBA at Michigan University	
EDUCATION	Peking University (Beijing)	Sept.1992—July1996
	Degree: Bachelor of Arts	
	Major: Economics	GPA: 3.58
PROFESSIONAL EXPERIENCE	Marketing Department, PICC	May 2000—present
	Position: Section Manager of New Products	
	Responsibilities:	
	<ul style="list-style-type: none">• Planning and assigning product design tasks• Organizing product feasibility seminars and submitting results to Head Office• Supervising branches and subsidiaries in the promotion of new sales products• Advertising new products and conducting market analysis	
	Achievements:	
	<ul style="list-style-type: none">• Successfully designed Office Insurance Policy Package• Completed 20 high-quality policy designs in 2002• Organized Branch training program on new products; 500 employees trained	
	Funds Application Department, PICC	Jan.1998—Jan.2000
	Position: Section Chief of Business Management	
	Responsibilities:	
	<ul style="list-style-type: none">• Formulating funds application policies for all Jilin branches• Inspecting business operations across Jilin Province• Planning and managing conferences, project campaigns and crisis solutions• Supervising project managers	
	Achievements:	
	<ul style="list-style-type: none">• Created effective reward mechanism for sub-branches and subsidiaries• Secured an average return rate of 25%	
	Funds Application Department, PICC	Sept.1996—Dec.1997
	Position: Project Manager of Loans Issuing	
	Responsibilities:	
	<ul style="list-style-type: none">• Surveying funds market and investigating client credit worthiness• Proposing feasibility reports	
STANDARDIZED TEST SCORES	<ul style="list-style-type: none">• GMAT (10/00): 700 (V: 75%, Q: 93%, AWA: 4.5)• TOEFL (08/01): 637/60/65/66/TWE5.5	

Ms. Liu, Chang

P.O.Box 241, Yangguang Plaza
Beijing, P.R.China, 100081
Tel: 0086-10-45678912
Cell Phone: 13664578956
Email: liuchang@vip.sina.com

OBJECTIVE

To win admission to Harvard Business School to pursue MBA studies with the concentration on Marketing.

SUMMARY OF MERITS

- Solid sales experience and proven track record
- Extensive environmental and project management experience
- History of steady promotion and expanded management responsibility
- Excellent English and communication abilities

PROFESSIONAL EXPERIENCE

- 2000—present **BEIJING ORIENTAL WATER & WASTETREATMENT CO.(BOWWTC)**
Vice General Manager
Achievements: Directed power industry projects in cooperation with Fretxon, WTP; helped BOWWTC expand into the petrochemical and environmental protection industries; reorganized internal management departments; increased industry recognition for company by emphasizing after-service sales and strengthening the sales force.
- 1995—2000 **CHINA WEST SCIENCE & TECHNOLOGY COMPANY (CWSTC)**
Assistant General Manager 1/99—2/00
Responsibilities: Oversee imported instrument sales in China area; prepare annual budget and marketing plan; maintain good relations with our 20 foreign partners; supervise 3 area managers and 30 sales engineers.
- Northeast Area Sales Manager 5/97—12/98
Responsibilities: Prepare annual budget and marketing plan; direct the sales activities of three large areas, 10 salespeople and 5 product lines; recruit and train local staff.



Achievements: Led Northeast office to be first in sales for three years; brought the Northern office back to profitability.

Assistant Manager

Business Administration Department

9/96—4/97

Product Manager

Industrial Control Department

5/95—8/96

1994—1995

SINOSTART WATER AND WASTE TREATMENT COMPANY

Sales Assistant, Environmental Engineering Department

EDUCATION

1990—1994

Jilin University

Bachelor of Engineering

Dept. of Environmental Science and Engineering

GPA: 3.7/4.0

HONORS

1992

Outstanding Scholastic Achievement

1991—1994

First Class Scholarship

TECHNICAL QUALIFICATIONS

1996

Received Assistant Engineer Certification

1999

Received Engineer Certification

ENGLISH PROFICIENCY

TOEFL:

667

2002

GMAT:

710

2001

EXTRACURRICULAR AND COMMUNITY ACTIVITIES

Director of the Association for Chinese Petroleum Equipment

1997—1999

Secretary of Jilin University Youth Association

1992—1994

Volunteer, The World Village Environmental Organization

2000—present

Stationmaster, Jilin University Broadcast Station

1992—1994

Mr. Li, Songren

Contact Details

Room 201, Pingan Building, Shouchun Street, Hefei City, Anhui Province, P.R. China, 230001
0086-0551-2658315 (o); 0086-0551-2684567(h); 0086-13651150998 (mobile)
lisongren@public.bta.net.cn

Objective

To gain admission into the University of Iowa's MBA program

Summary of Qualifications

- **Highly experienced banking professional**
- **Impeccable academic background in Economic Law**
- **Experienced economist**
- **Strong managerial background**
- **Excellent professional track record**

Professional Experience

- | | |
|-------------------|---|
| 2001—2003 | <i>Senior Economist and Manager of Credit Advising Division</i>
Bank of Communications, Hefei Branch, China |
| Responsibilities: | Leading and coordinating 6-man team
Analyzed business volume and trends for Export Section
Decided loan policy
Examined and approved branch credit lines nationwide
Managed and inspected policy and systems implementation |
| 1999—2001 | <i>Assistant to Manager of Credit Advising Division</i>
Bank of Communications, Hefei Branch, China |
| Responsibilities: | Determined loan plans and examined contract terms
Managed loan assets, claims for loan repayment and interest not received
Supervised loan use under contract terms |
| 1998—1999 | <i>Manager of Credit Department</i>
Bank of Communications, Hefei Branch, China |
| Responsibilities: | Formulated loan systems
Made loan decisions and checked loan use |



1996—1998 *Client Representative, International Trade Department*
Bank of Communications, Hefei Branch, China

Responsibilities: Served independently as representative for the main subsidiary of China National Machinery Import and Export Corp.

Education

1999—2001 *Master of Law, China University of Politics and Law (CUPL)*
Major: International Economic Law

1992—1996 *Bachelor of Business Administration, Renmin University*
Major: International Business Management

Professional Training

2001 Banking Operation Management, City Bank, England
2000 State-Owned Assets Administration, Bank of China, Beijing
1998 Loan Project Supervision, World Bank, Shanghai, China
1995 World Bank Credit Management, World Bank, Guangzhou, China

Honors and Awards

2002 Best Manager, Bank of Communications, China
2000—2001 “Outstanding Employee” Bank of Communications, China
1998 National Financial English Certificate, Bank of China, China (3% pass rate)
1992—1996 First Class Academic Scholarship, Renmin University

Other Skills

- Fluent in English; experienced translator and interpreter
- Proficient in Word, Excel and Office software

Mr. Kong, Xiangwen

Room 203, Shanghai Building
20 North Suzhou Road
Shanghai, P.R.China, 200080

Tel: 0086-21-63246265
Mobile: 0086-13801055027
E-mail: rockykong@hotmail.com

SUMMARY OF QUALIFICATIONS

- Extensive Experience in Programming and Systems Analysis
- Proven Academic Abilities
- Excellent Command of VB, ASP, HTML, Java and CAD
- Outstanding Leadership and Interpersonal Skills
- Proficient in English

EDUCATION

1993—1997 **Bachelor of Science** Northern Jiaotong University
Major in *Computer Science and Application*
GPA: 3.7/4.0

PROFESSIONAL EXPERIENCE

Computer Programmer Education Technology Ltd., Shanghai, P. R. China(2000—present)

Projects Undertaken

June 2002—January 2003 Remote Education System
Main Duties: Designed and developed software for the entire system
Wrote programs with VB and Java
Major Achievements: This software is now functioning properly on a trial basis in the Local Area Network at Jinan Transportation Bureau.

March 2001—May 2002 Network Loss Calculation and Analysis System
Main Duties: Programmed for the Network Loss Analysis Sub-module
Designed a consumer-friendly program to ensure accuracy
Major Achievements: The software was successfully applied in Shenyang Water Supply Engineering Company with a high accuracy and satisfactory processing speed.
This exercise enhanced my understanding of VB and C++.

Computer Programmer Luqiao Technology Company, Shanghai, P. R. China (1996—2000)



Projects Undertaken

- June 2000—Dec. 2000 Forecasting System
- Main Duties: Formulated the mathematical model for the system
 Re-defined all functions and designed a sub-system with C++
 Designed a testing software with C++
- Major Achievements: Our work met the needs of our client and we obtained another big project valued at 40,000 RMB from the same client
- May 1999—May 2000 Accident System
- Main Duties: Designed and tested for the subroutine module
 Wrote the system with C for optimal processing speed
 Designed an interface routine between C and Java to ensure exchange ability between the two languages
- Major Achievements: The computational accuracy and speed of the entire system achieved full consumer satisfaction

PUBLICATIONS

- Kong Xiangwen, *Techniques in VB Application*, Shanghai Computer Journal (June 2002), pp 45—48.
- Kong Xiangwen, *The Technology of Remote Education System*, Remote Education Journal (August 2003).

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 District, Beijing, P.R.C., 100012
 Tel: 0086-10-78945612, 0086-13664578912
 Email: qianneng@sina.com

Mr. Qian, Neng

OBJECTIVE

To gain permanent residence status in Canada as a computer programmer

SUMMARY OF QUALIFICATIONS

- ♦ Well-educated and accomplished computer programmer
- ♦ Professional experience in Chinese and multinational companies
- ♦ Bilingual

WORK EXPERIENCE

- Sept. 1998—Present **Chief Senior Programmer**, Technical Development Department
 Dell Computer Co., Ltd. (China)
 Wrote and debugged software packages, using JAVA ,CGI-scripts.
 Performed demos of Dell's latest products
- April 1994—Aug.1998 **Project Manager**, China Clever Software Co., Ltd.
 Promoted to Project Manager and Senior Programmer in the Technical
 Development within one year. Worked on high-level projects with top
 international companies such as Dell, IBM & Apple.

PROJECTS

- Aug.2000—April 2001 **Senior Programmer**
 “China Digital DNA Security Mobile”, State-level project
- **Duties:** Wrote control software for secure mobile phone using advance ARM platform. Wrote real-time signal processing software involving 7,000 lines of code.
 - **Skills:** Windows95, ARM environment, ARM 3.0 , DSP tools
 - **Tools:** expressDSP, DES and RSA security control algorithms
- April 1998—May 1999 **Project Manager**
 “Embedded Operating System Migration”, State-level Project
- Phase I
- April 1998 —August 1998: “Development of a Testing Package for Embedded Hardware Platform”
- **Duties:** Devised testing methods of each module during development phase. Wrote testing codes for main modules such as CPU instruction system , Memory Modules.
 - **Environment:** ARM3.0 on Windows 95
 - **Language:** ARM assembler
 - Wrote 3,000 lines of code



- Phase II
Sept.1998—Jan.1999: "Embed Operating System"
- **Duties:** Configured the development environment and development period plan. Wrote device driver programs
- **Environment:** ARM2.11, Windows 95
- **Languages:** ARM assembler
- Wrote 2,000 lines of code and modified 1,000 lines of code

- Phase III
Feb.1999—May1999: "Operating System Named Windows CE"
- **Duties:** Identified and addressed technical difficulties encountered with the new operating system. Modified the software package for Windows CE development platform, and analyzed program flow of Windows CE.
- **Platform:** Windows NT4.0
- **Language:** Visual C++
- Wrote 5,000 lines of code, modified 2,000 lines of code.

May1997—April 1998

Programmer, "Applications for IC Card Reader"

- **Duties:** Designed and wrote file management system programs in Windows 95 utilizing MCS-51 Assembler and C++ Wrote 2,000 lines of code.

August 1995—Dec. 1996

Programmer, "Chinese Output Methods"

- **Duties:** Modified the Chinese Output Methods package using OS/2 3.0, C++ SET2.1. Wrote 5,300 lines of code.

EDUCATION

Sept. 1990—March 1993	Jilin University MS, Computer Science	Jilin, China
Sept. 1986—July 1990	Jilin Unierstiy BS, Computer Science	Jilin, China

SKILLS

Programming Skills

- Proficient in C, C++, Java programming as well as the assembly languages of Tools: Visual C++ development tools, ARM IDE tools, and Windows NT DDK
- Comprehensive knowledge of software development, including DSP, and security systems and operating system localization
- Advanced experience with the following operating systems and platforms: Unix, Windows NT, Nucleus, and Oracle

Language Skills

- GRE: 2000
- TOEFL: 620
- IETLS: 6.5



第 四 章

与国外大学的联系信及 签证自述信和签证申诉信

◎主笔：王 薇

I know you are very busy and would appreciate the opportunity to meet again to further discuss the contributions that I could make to your firm if employed as a senior accountant in your team. Should you agree, I can be reached during office hours at 12345678 or alternatively at 65432178 in the evening.

Sincerely,

Lei Lei

6-802 Yisheng Yuan

A331 Zhong Guancun

Haidian District, Beijing , 100080

求职 Cover Letter 5 收到受聘录取信后表示接受这份工作

September 20, 2005

Ms. Carol Lu

Suite 802, Building 4

Beautiful Asia Holiday Garden

No. 8 Xinglong Xijie, Taipingzhuang

Chaoyang District, Beijing, 100025

Dear Ms. Lu,

I received your offer letter at China TEFL Network. I am delighted to accept the offer.

I look forward to becoming a member of your team of dedicated professionals. I eagerly anticipate starting my new position and am confident that I can bring my skills and experience to work on behalf of China TEFL Network in a positive and constructive manner.

I look forward to working with you and getting to know the team.

Sincerely,

Lei Lei

6-802 Yisheng Yuan

A331 Zhong Guancun

Haidian District, Beijing, 100080



求职 Cover Letter 6 拒绝接受工作

September 25, 2005

Ms. Carol Lu

Suite 802, Building 4

Beautiful Asia Holiday Garden

No. 8 Xinglong Xijie, Taipingzhuang

Chaoyang District, Beijing 100025

Dear Ms. Lu,

I would like to thank you for extending me an offer to work for China TEFL Network as a teacher. I regret to inform you that I have chosen to pursue another opportunity.

I have decided to return to college to continue my education in this field and to broaden both my skills and experience at teaching.

Thank you for your time and help throughout this process. I enjoyed meeting you and will always retain a favorable impression of your firm. I hope we can work together in the future.

Sincerely,

Liu Xiao

Room 2526

P. O. Box 8765

Beijing 100080

求职 Cover Letter 7 辞职信

May 18, 2003

Mr. Scott Li

Room 202, Hantiaihua Building

13 Huayuan Road, Haidian District

Beijing, 100088

Dear Mr. Li,

This letter is to confirm our discussion on May 13, 2003 in which I advised you of my decision to resign from IT Resources. My five years at IT Recourse have been a rewarding and exciting experience, but I feel the time has come to move on to new challenges.

I wish to thank you for your guidance, support, and encouragement over the past five years. I am thankful for the experience I gained here and know it has helped me to pursue other opportunities.

Thank you again. It has been a pleasure to be part of your team.

Sincerely,

Lu Xiaofeng
7005 CITIC Building
19 Jianguomenwai Dajie
Chaoyang District
Beijing, 100004

求职 Cover Letter 8 感谢信

July 12, 2005
Ms. Han Hong
Suite 2013, Tong Guang Tower
12 Nongzhannanli, Chaoyang District
Beijing, 100026

Dear Ms. Han,

Thank you for meeting with me to discuss my continuing efforts to reposition myself in the field of Electrical Engineering. I appreciate your insight into the various opportunities that have opened to me at this time.

As I mentioned during our meeting, I plan to continue my research before targeting a specific career goal. As I refine my ideal job description, I may call on you to expand upon some of the issues we discussed or to explore new opportunities. I value your advice and hope I may call on you again in the near future.

Thank you for your support and assistance. It has truly benefited me.

Sincerely,

Dong Xiaoxiao
Room 421, Building 4
Xierqi Garden, Dongbeiwang
Haidian District, Beijing, 100085



附录三

推荐信信头、落款·····

推荐信信头

Associate Professor Han Hongzhong
Department of Boiscience
Wuhan University
Nanjing, P.R. China, 430000

Department of XXXX
Rice Hall, Suite 602
Chicago University
Chicago. *****
U.S.A.

Nov. 15, 2005

Dear Professors,

Professor XXX
Department of History
Peking University
Beijing, P. R. China, 100871

Oct 15, 2006

Dear Professors,

Department of XXX
Xiamen University
Xiamen, Fujian
P. R. of China, 361000
16th September, 2005
Dear Sir or Madam,

Department of English Language and Literature
Beijing Foreign Studies University
Beijing, P. R. of China, 100334

Dear Sir or Madam,

Peter
Director
Law Consulting
Six Continents Hotels

September 15, 2005

RE: Reference letter for Mr. Sun Guojian

Dear Admission Officers,

推荐信落款

Yours truly,
Prof. Li Wenjuan
Electronic Engineering Department
Beijing Institute of Technology
Tel: +86-10-61200001
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Yours sincerely,

Prof. Lu Zhi
Dean of Beijing Business School
Chairman of the Department of International Business, Renmin University of China
Editor of the Chinese Business Journal (English Edition)
Editor of the Chinese Journal of Territorial Economics