Your Name

(Country Code) Phone Number

email address

LinkedIn link/ personal website

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**SUMMARY**

I am (your personality), currently pursuing (your education background i.e., degree, major) at (your university/college). With a strong academic and professional background, I am seeking opportunities (your desirable career industry), wishing to (your career goal/ long-term prospective).

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **20XX – 20XX** | **Your Degree (i.e. BBA, BS)** | **Your University/ Program** | |
|  | Your Major (more detailed) | | |
|  | Grade/ Rank | Grade/ Rank | Grade/ Rank |
|  | Reward/ Honor | | |

**WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/ Period** | **Job Title** | | **Company Name** | |
|  | Your works, tasks, results. | | | |
|  | *\*Key skill* | *\*Key skill* | | *\*Key skill* |

**CAMPUS ACTIVITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/ Period** | **Project Name** | | **Activity Name** | |
|  | Your works, tasks, results. | | | |
|  | *\*Key skill* | *\*Key skill* | | *\*Key skill* |

**SOCIETY EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/ Period** | **Job Title** | | **Society Name** | |
|  | Your works, tasks, results. | | | |
|  | *\*Key skill* | *\*Key skill* | | *\*Key skill* |

**CORE COURSE**

The course you have taken, and you think is important for seeking a job, e.g., Financial Management(A)

**SKILL**

Your skills that may help you to find a job.

**LANGUAGE**

Mandarin (Native), English (Fluent)

---Feel free to delete this page---

**Things to mention:**

This CV template is only for Robert’s friends. If you are not, do not use it, otherwise you will be strong condemned and punished by Chinese magic.

**To better use the template**, you can:

1. Change the name of each part to fit your situation.
2. Modify the content of work experience, campus activity and society experience if you think they are too redundant.
3. notice that the content in education, work experience, campus activity and society experience are organized in table format. To avoid format errors, please use table operation to reformat them.
4. To add more information or experience in work experience, campus activity and society experience, you can use paste and copy operation to insert the formatted table. You can also use a dash line between each experience to make your CV look better.

---All right reserved to Robert---