Sample Resume

Name:

Gender:

Date of Birth: Place of Birth: Home Address: Business Address: Home Phone: Work Phone: Mobile Phone:

E-mail:

Education – please list all degrees attained, beginning with the most recent

Month, Year – Month, Year University Name

Degree and Major

Thesis Topic/Research Focus (for masters and phd degrees)

Work Experience – please list all work experience

Month, Year – Month, Year Employer Location Position or Title Duties

Awards and Group Memberships – if any

Publications – please list all publications, if any

Travel History – please list all countries you have visited

Example: U.S.（2002, 2003)；Canada（2008, 2009）

Travelling With – please include names of everyone you plan to travel with to the U.S.