[Name]

[Address]

[Phone Number] | [Email]

**QUALIFICATIONS SUMMARY**

A xxx professional with xx years of experience specializing in xxx. Excellent interpersonal and communication skills and fluent in English and Mandarin. Experienced xxx for xxx projects, with extensive field experience in xxx.

**EDUCATION**

**[University Name] [City], [Country]**

*Bachelor of [Business/Science] in [Major]* [Start Date] – [End Date]

* **GPA:** [xx] / 4.0
* **Relevant Coursework:** [Anything relevant to the industry]

**WORK EXPERIENCE**

**[Company Name**] **[City], [Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

[Summary sentence stating what you did and the overall results of your work]

* [Work with xxx to develop xxx program and assisted to launch new xxx]
* [Created xx new method for doing xx and increased xx% amount of xxx]

**Extracurricular Activities**

**[Student Club Name**] **[City], [Country]**

*[Position Title]* [Start Date] – [End Date]

[Summary sentence stating what you did and the overall results of your work]

* [Led over xx members to hold promotional campaign]
* [Organized conferences, speaker of xxx community events]

**[Volunteer Work**] **[City], [Country]**

*[Position Title]* [Start Date] – [End Date]

[Summary sentence stating what you did and the overall results of your work]

* [Conducted xx research on xxx and helped over xx children]
* [Organized conferences, gatherings and sport games.

**SKILLS**

**Languages:** Native in [xx]; Fluent in [xx]; Conversational Proficiency in [xx]

**Skills:** [List your skills here. Photoshop, Illustration and so on]

**Certifications & Training**: [Any extra courses or programs relevant to the position]

**Activities:** [Student clubs, independent activities, competitions and others]

**Interests:** [Be specific and keep it to 1-2 lines]