

Career Planning and Development Office

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RESUME WRITING

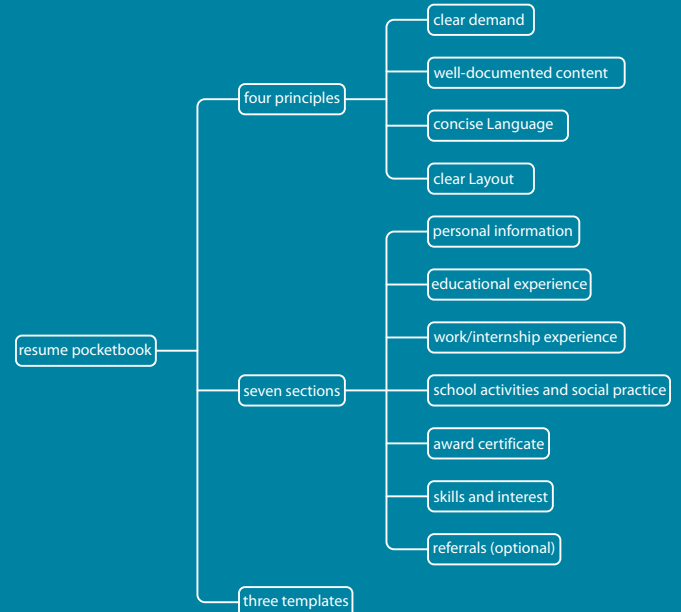
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香港中文大學(深圳)

The Chinese University of Hong Kong, Shenzhen

In the process of searching for a job, the resume is an important bridge connecting you and your potential employer. It provides your potential employer with a first impression of you. A good resume should take into account succinct design while effectively conveying vital information, otherwise it will be a waste and make no difference. In the era of mobile Internet and social media, everyone is a product manager, advertising themselves. When writing a resume, think of yourself as a product manager selling your image to a potential employer.



Requirements and principles

The resume is a brief summary of your own skills, your interests, and your achievements in the in academic and extra-curricular activities. In the busy hiring season, potential employers will only spend about ten seconds to read your resume. Therefore, a good resume should not only communicate accurate personal information, but also allow employers to easily find what they are looking for. To this end, you should clarify the basic principles according to these four aspects—the demand, the content, the language and the layout.

Clear Demand

- The requirements of each job are different. When reading the recruitment information, you need to extract the core requirements, such as education, skills, character, etc.;
- Do not list all your experience in the resume. Do not use the same resume for all the job posts. To meet the requirements of different positions, you should make targeted changes to match your resume with the job.

Well-documented Content

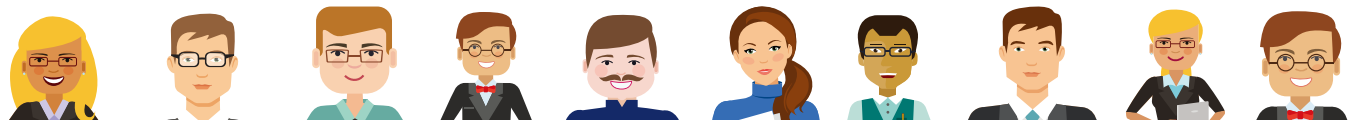
- The content should be true and should not be made up to cater to potential employer's requirement;
- Base content on the facts, and avoid some subjective comments and evaluations;
- Use proactive actions instead of passive responsibilities to emphasize your ability;
- Using numbers, percentages, and values to quantify your experience will increase your credibility.

Concise Language

- Avoid being too colloquial, and use formal writing;
- Avoid the use of terms, abbreviations, language that is difficult to understand;
- Avoid using long descriptive paragraphs and instead try using dynamic short phrases.

Clear Layout

- Write in one page;
- Use "." and other key symbols to avoid using a paragraph to describe;
- Title and keywords should be bold text;
- Word spacing, line spacing, segment spacing, and others should be uniform;
- Avoid using too many colors, fonts, etc. ;
- Unless there are specific requirements, you should use professional photos;
- Chinese and English resumes should be placed in two separate PDFs.



Format and content

Use the "flashback" to display your experience, and cover the following seven sections. You can adjust the order of the sections according to different situations.

A regular resume usually covers the following sections (* is the core of the resume):

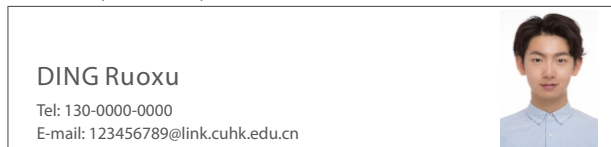
- Personal information
- Educational experience
- Work/Internship experience *
- Academic and extra-curriculum activities
- Award certificates
- Skills and interests
- Referrals (optional)

This format not only has a clear structure, but also allows potential employers to easily find relevant information. But you need to do some targeted changes according to job requirements. For example, if you are applying for a teaching position, you need to replace the title "work experience" with "teaching experience"; if you do not have much work experience, you can write "student work", "volunteer work" and so on.

Each section usually covers the following information:

Personal information

- Name: in a conspicuous position. It is recommended that it is written at the top;
- Contact: Write down your phone number and email address, so that recruiters can easily get in touch with you;
- Photo: A professional photo.



Educational experience

- In accordance with the reverse chronological order, list out the university names, related professional courses, GPA ranking and description, scholarships, overseas study experience;
- You may list academic projects or papers related to the position you are applying for;
- For non-routine education, give the corresponding conventional level (such as foreign vocational education, etc.).

EDUCATION BACKGROUND

Major: International Business, The Chinese University of Hong Kong, Shenzhen Sep. 2014 – Jun. 2018
 GPA: 3.54 / 4.0 (Top 10%)
 Scholarship: University scholarship for three years. (Top 1%)
 Core Courses: Financial Accounting, Financial Statement Analysis, Regression Analysis, Econometrics, etc.
 Exchange: Sauder School of Business at University of British Columbia Jun. 2016 – Jul. 2016



Internship experience

• Brainstorming

Organize all of your activities from freshman to senior year, including but not limited to:

Community activities, duties, time, action taken and achievements

Company internship experience, position, time, action taken and achievements

Experience working with others (research, business, etc).

• STAR principles (Situation, Task, Action, Result)

In the interview we used the principle of STAR, in fact, in the resume writing, we can package our own experience from the action and the result:

Action: The specific measures which have been taken during the course of the work.

Result: Use data to indicate the achievements after the measures have been taken.

INTERNSHIP EXPERIENCE

Analyst Intern of China Southern Fund Management Co. Jun. 2017 – Dec. 2017

- Collected research data and information, built financial models and wrote company reviews, finished 2 industry reports
 - Updated notification on Team Daily Report and corporate action, commented on military industry news
 - Won the second prize in the Best Analyst Team award as a team
- Auditor intern of Ernst & Young Hua Ming LLP, Shenzhen. Nov. 2016 – Feb. 2017
- Participated in the audit project of Petrochina International Petroleum Exploration and Development Co., Ltd. and our team completed the audit work of 7 business departments within 9 days
 - Helped in completing working papers and financial reports of 3 sub companies, and finishing the mock check of 4 copies of papers independently
 - Checked notes to financial statement, collated and bound 35 copies of files

School activities and social practice

- The school activities experience, name and position within a specific period of time;
- Activity experience can use the above mentioned brainstorming plus STAR principle.

EXTRACURRICULAR ACTIVITY AND SOCIAL PRACTICE

Volunteer of Bali Island Education Voluntary Service Group May 2016 – Jul. 2016

- Provided spoken English education for 120 local students from Grade 1 to 6 within 10 weeks
- Organized the Campus Sport Game and Orientation Party, in which 155 students attended
- Shared voluntary experiences to 15 foreign volunteers to provide advice on teaching

President of Career Development Association (CDA) May 2015 – May 2016

- Founded and managed CDA, which had 60 members and 5 departments
- Helped University Career Services Center organize 5 activities involving 625 students; responsible for pre-planning, site coordination and post feedback
- Followers of WeChat Official Accounts exceeded 1000; the highest click for some article was up to 500

Award certificate

- List of gold medals and certificates in chronological order.

PRIZE AND AWARD

- The 1st prize of 2017 ICBC Campus Business Competition and Summer Intern Selection Program
- The 3rd prize of 2016 Campus Singing Competition
- The 3rd group of 2015 National Finals of Chinese College Students Financial Challenge Competition
- The 1st prize of 2014 Case Study Competition held by School of Management and Economics



Skills and interests

- For some jobs which require the skills of MS office, PS, programming and so on, you should emphasize related skills;
- For some enterprises with an active atmosphere, artistic expertise may be an advantage.

SKILL AND INTEREST

- MicroSoft Office, Corel VideoStudio, Goldwave, SPSS, Stata, VBA, SQL, RapidMiner, MAMP
- English: CET-6 (625)
- Interest: Piano, Sudoku, Latin dance

Referrals

- After consultation with your referee, provide specific contact information, and try to write within a line of text.

REFERENCE

Xiaoming ZHANG Partner of EY, Shenzhen office
 abcdefg@cn.ye.com 136-0000-0000

Yangsheng XU President of CUHK(SZ)
 abcd@cuhk.edu.cn 0755-84270000

Check Your Template

After completing your resume, ask yourself the following questions before you apply:

- Are there any grammatical errors or typos?
- Are the font, size, and line spacing consistent? Is each line aligned?
- Are keywords marked (such as bold or underlined)?
- Was irrelevant information, such as private information or experience related to job requirements deleted?
- Whether you have converted it into PDF format, whether you have put the "name, school, professional" and other relevant information into the file name?

Before you write your resume, you can refer to the following three templates!





香港中文大學(深圳)
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Tel: 130-0000-0000

E-mail: 123456789@link.cuhk.edu.cn



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SKILL AND INTEREST

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- English: CET-6 (625)
- Interest: Piano, Sudoku, Latin dance

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