*Sample Resume*

**Name** (in pinyin and Chinese):

# 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.