FIRST NAME (ENGLISH NAME) LAST NAME

Address | Phone | email | LinkedIn | Personal Website

**PROFILE | CORE QUALIFICATIONS**

* Bullet points on your expertise, past experience, strong skills

WHAT skill you obtained, HOW you obtained this skill, and what was the OUTCOME of this skill:

e.g. Acquired leadership skills through various volunteering positions

* Use languages from the job description

e.g. 2+ years of hands-on experience in customer service roles

e.g. Strong knowledge in **trade and margin analysis**, **cash market** and **derivatives products**, **global exchanges**

e.g. Skilled in handling administrative duties, including **scheduling** and **communicating** with different departments

e.g. CFA level 1 candidate, planning to pass the exam in December 2017

 e.g. Career objective in a paragraph:

Passionate Environmental Engineering 2016 Graduate committed to applying knowledge in environmental audits and environmental investigations to facilitate projects, recording, analyzing and interpreting site data, and preparing comprehensive field reports. Specialize at assessing and enhancing the quality of **water supply systems**, **soil testing & treatment** and **traffic system management**. A responsible and reliable individual who has highly organised approach to do what it takes to get the tasks completed.

**EDUCATION | CERTIFICATES**

**Bachelor of Business Administration Vancouver, Canada**

*Fairleigh Dickinson University* Expected Dec 2025

* Related coursework: 1-3 relevant courses
* School life highlights – awards, scholarship, high GPA…

e.g. Awarded the Dean’s Honor List with Distinction for overall average in top 3% of MAS Program (2021)

**SKILLS HIGHLIGHTS**

* Microsoft Office Suite, Google Suite – Advanced Excel…
* Programming Languages – C++, JAVA, Python…
* Publishing Software – Adobe InDesign, CorelDraw, Adobe Photoshop, Illustrator…
* Modeling Software – Auto CAD, Solidworks…
* Numerical Software – LabView, MATLAB…

**PROFESSIONAL EXPERIENCE**

**POSITION 2 City, Country**

*Company Name* Aug 2021 - current

* What did you do at this position?
* What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)

e.g. **Achievement:** Established exceptional training and communication skills by delivering new employee orientations.

e.g. **Achievement**: Displayed excellent goal-oriented attitude by successfully converted 25 leads to clients in 3 months.

**POSITION 1** **City, Country**

*Company Name* May 2019 – Aug 2021

* What did you do at this position?
* What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)

**PROJECT EXPERIENCE**

**Project Topic City, Country**

*What are the quantified results you achieved?* Aug 2022 - Sep 2022

* What was the project about?
* What you did in the project? What was your role?
* What tools/platforms/languages you used for the project?

**LEADERSHIP & COMMUNITY INVOLVEMENT**

**Volunteer Title** **City, Country**

*Organization Name* May 2017 – Aug 2017

* What did you do at this position?
* What were the QUANTIFIED results you had achieved during the tenure? (Use numbers and percentage to describe)
* What did you learn from this experience?

e.g. Developed my leadership skills by coordinating the volunteers’ meetings and organizing 3 major fundraising events.