



Introduction

In this module, we will guide you through the essentials of writing Résumé with the following steps.

1. What you should know about résumé
2. How to write a résumé
3. Use of power words
4. Mistakes that cannot be made

After going through these sections, we believe that you will catch more job opportunities through your refined Résumé.

» Go to next section -- What You Should Know About Résumé



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

A. Standing out from peers

As a student without much work experience, academic result becomes the major content to show your achievements. Employers care about what you can do for them and your potential for future development. You must find a way to show your ability to fulfill their concerns.

B. Clear and precise presentations

Employers receive hundreds of résumé a day and may only take a glance at yours. Therefore, your résumé must present yourself quickly, clearly and in a way that makes your experience relevant to the position. You can write up your experience in a targeted, clear, bulleted and detail-rich approach.

C. Showing your ability

Résumé should present your ability but not your responsibility in a job or in a student club. The purpose of résumé is to enable the future employers visualize your contributions and potential. Your résumé should present you as an essential component of a company's success.

D. Extended meaning of your work

All of your experiences have extended meanings, which can reflect several skills range of experience and personal quality. You have to customize the résumé to connect these experiences with the position you are applying for. It is especially useful to one who has not much work experience.

E. Selected History

Try to ask yourself the following question when selecting which particular piece of information to be put in your résumé

"How does this particular information contribute towards my overall attractiveness to this employer?"

The rules are:

- Skip those information that does not help with getting the job.
- Elaborate more on the history that is related to the job.

[» Try An Interactive Exercise](#)



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



Peter Chan

Address: Flat A, 12/F, Goodview Garden, Hong Kong

Mobile Number: 9000 0000

JOB OBJECTIVE

Banking and Finance



PROFESSIONAL EXPERIENCE

Summer Internship 2009

Settlement Department

Central Bank

- Filed the documents for the department
- Prepared daily and weekly reports
- Answered phone call for the department



Part-time Tutor 2008 – 2010

- Developed interactive learning exercises to boost student's learning initiatives

Mistake ● ● ● ●



Map





Understanding Résumé

Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



- Answered phone call for the department

Part-time Tutor 2008 – 2010

- Developed interactive learning exercises to boost student's learning initiatives
- Designed teaching materials to individual students based on their needs
- 80% of students improved academic performance for >45% within one semester

EDUCATION



Bachelor of Business Administration (Finance), 2010 Chinese University of Hong Kong

Third Honor Degree

Hong Kong Secondary School 2007

Passed in HKAL and HKCEE

EXTRACURRICULAR ACTIVITY

Chairman, Finance Society 2008

- Organized company visits and career events for over 500 society members
- Organized mentorship programme and invited business leaders and alumni to become mentors of the programme.

Mistake



Map





Understanding Résumé

Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



Hong Kong Secondary School 2007

Passed in HKAL and HKCEE

EXTRACURRICULAR ACTIVITY

Chairman, Finance Society 2008

- Organized company visits and career events for over 500 society members
- Organized mentorship programme and invited business leaders and alumni to become mentors of the programme.
- Organized a study and cultural exchange tour to Shanghai

COMPUTER SKILLS

MS Office, Photoshop, Illustrator

LANGUAGE

Fair in English, Good in Cantonese, Poor in Putonghua



Mistake ● ● ● ●



Map





Understanding Résumé

Create Your Own Résumé

- Introduction
- What You Should Know About Résumé
- How to Write a Résumé
- Use of Power Words
- Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



Peter Chan

Address: Flat A, 12/F, Goodview Garden, Hong Kong

Mobile Number: 9000 0000

JOB OBJECTIVE



Banking and Finance

The objective is not specific enough to make Peter's career objective clear.

PROFESSIONAL EXPERIENCE

Summer Internship 2009

Settlement Department

Central Bank



- Filed the documents for the department
- Prepared daily and weekly reports
- Answered phone call for the department

The descriptions about the job only shows Peter's responsibilities, but not his contributions to the department during internship. He should think broadly what the value of these daily duties' value.

Part-time Tutor 2008 – 2010

- Developed interactive learning exercises to boost student's learning initiatives

Mistake ● ● ● ●



Map

Exit



Understanding Résumé

Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



EDUCATION



Bachelor of Business Administration (Finance), 2010 Chinese University of Hong Kong

Third Honor Degree

Hong Kong Secondary School 2007

Passed in HKAL and HKCEE

As Peter has not much work experience, academic information becomes more important. Peter can include the subjects that are related to the job in the résumé to make his profile stands out more.

EXTRACURRICULAR ACTIVITY

Chairman, Finance Society 2008

- Organized company visits and career events for over 500 society members
- Organized mentorship programme and invited business leaders and alumni to become mentors of the programme.
- Organized a study and cultural exchange tour to Shanghai

COMPUTER SKILLS

MS Office, Photoshop, Illustrator

LANGUAGE

» Go to next section -- How to Write a Résumé

Mistake ● ● ● ●



Map

Exit



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

What You Should Know About Résumé

Interactive Exercise

Try to point out the mistakes that can be avoided and improved in this



Hong Kong Secondary School 2007
Passed in HKAL and HKCEE

As Peter has not much work experience, academic information becomes more important. Peter can include the subjects that are related to the job in the résumé to make his profile stands out more.

EXTRACURRICULAR ACTIVITY

Chairman, Finance Society 2008

- Organized company visits and career events for over 500 society members
- Organized mentorship programme and invited business leaders and alumni to become mentors of the programme.
- Organized a study and cultural exchange tour to Shanghai

COMPUTER SKILLS

MS Office, Photoshop, Illustrator

LANGUAGE

Fair in English, Good in Cantonese, Poor in Putonghua

"Poor in Putonghua" will not give you a competitive edge and can be skipped.

» Go to next section -- How to Write a Résumé

Mistake ● ● ● ●



Map





● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

How to Write a Résumé

i. Present in chronological order

A chronological résumé is a time-based résumé. It is the most typical type of résumé formats. A chronological résumé should be used when the trajectory of your life looks good, without significant employment gaps. This format is particularly effective for employers to focus on your continuing growth within your university life:

- Your personal development has an upward trajectory and well-established path in extra-curricular activities and internship experience
- There are no long unemployment stretches
- Your former experience or employer name are impressive

ii. Dates

The dates of employment you give should be listed out by both month and year.

iii. Title

Each paragraph of work history should be titled with either the name of your former company or the title of your job, depending which one you feel will be the most impressive to the employer. In most cases, that would be your title. Whichever you choose, the format must be consistent throughout your résumé, so make this decision with your entire job history in mind.

iv. Achievements

After your job title, list your achievements: your key responsibilities, and more importantly the contributions you made to the organization's success,

[See Sample of Résumé](#)[Map](#)



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

How to Write a Résumé

iv. Achievements

After your job title, list your achievements: your key responsibilities, and more importantly the contributions you made to the organization's success, the skills you learned and the distinctions you earned.

v. Awards & Recognition

Promotions are the greatest forms of recognition an employee can receive. Awards that you have received can also distinguish yourself from other candidates.

vi. Specificity

The more specificities you use in your résumé, the better. Such as the name of the companies or the region of the companies you've dealt with. Company names give the reader a much clearer idea of the type and scale of work you did.

vii. Terminology

Résumé offers a good opportunity for you to use insider jargons. It is an excellent way to signal to your readers that you are an experienced professional with intimate business knowledge.

[» See Sample of Résumé](#)



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

How to Write a Résumé

Sample of Chronological Résumés

Jenny Lam

Flat D, 28/F, Block 3
Rivers View Garden
Kowloon
Contact Number: 99009900

OBJECTIVE

To leverage my knowledge in Sales & Marketing industry and contribute to the growth of a world renowned brand as well as to promote best practice across the industry.

EDUCATION

Business Administration in Marketing, May 2004, Chinese University of Hong Kong

EXPERIENCE

Sales Intern 2002-2003

Sports Club

- Interned at Hong Kong's leading retail owner of sports apparel

» Go to next section -- Use of Power Words



Map





● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

How to Write a Résumé

Sample of Chronological Résumés

Sports Club

- Interned at Hong Kong's leading retail owner of sports apparel
- In charge of direct sales of premier athletic shoes, accessories, and apparel
- Provided product display placement and arrangement
- Selected and ordered products based on understanding of market demand
- Involved in most aspects of managing a retail store including: scheduling, store security, customer relations, opening and closing, as well as coaching employees to increase sales results

Intern 2001-2002

Lillian Williams & Co.

- Assisted engineers and operators with various data collection and entry projects in the Utility Operations Department
- Compiled information for internal descriptions of equipment located in different areas of the plant
- Invited by the corporation to return after the end of the initial internship

ACTIVITIES

- Chinese University of Hong Kong Marketing Society -- Active member
- AIESEC -- provided marketing and advertising consulting and support

» Go to next section -- Use of Power Words

Map

Exit



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

How to Write a Résumé

Sample of Chronological Résumés

- AIESEC -- provided marketing and advertising consulting and support
- Volunteer for Area 10 on Aging, a senior citizen service organization
- Soccer League -- Advertising Coordinator

COMPUTER SKILLS

Microsoft office (Advanced), Visual Basic (Basic), Dreamweaver, Photoshop (Intermediate)

LANGUAGE SKILLS

Fluent in Mandarin, Cantonese and English

QUALIFICATION

CFA Level 1 Candidate, LCCI Book keeping and accounts level 2, TOFEL 101/120

REFEREE

Dr. Calvin Adams (CUHK): calvinadams@cuhk.edu.hk ;

Lilian Williams (GM, Lilian Williams & Co.): lwilliams@lw.com

» Go to next section -- Use of Power Words

Map



Exit

[Understanding Résumé](#)[Create Your Own Résumé](#)[Introduction](#)[What You Should Know About Résumé](#)[How to Write a Résumé](#)[Use of Power Words](#)[Mistakes That Cannot Be Made](#)

Use of Power Words

Samples of power words and phrases used in job application.

Please click the corresponding category to see how you can describe yourself in a more powerful way.

[Experience](#)[Roles & Responsibilities](#)[Achievements](#)[Skills](#)[Career Objectives](#)[» Go to next section -- Mistakes That Cannot Be Made](#)



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

Use of Power Words

Experience

and phrases used in job application.

category to see how you can describe yourself in a more powerful way.

To illustrate related Experience:

- I demonstrated proficient skills in preparing PowerPoint presentations in (ECA/job experience)
- Extensive academic/practical background in (the job related subjects shown in the results)
- Experienced in all aspects of office routines – data entry, filing, handled phone enquiries from clients with tactics...
- Knowledge of/experienced as/proficient in a particular language / or computer skills...
- Provided technical assistance to clients / colleagues / supervisors / peers...

» Go to next section -- Mistakes That Cannot Be Made





● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

Use of Power Words

Roles & Responsibilities

ication.

yourself in a more powerful way.

To exhibit your ROLES:

- Analysed the data collected from market research team/ Evaluated the effectiveness of the training ...
- Established/created/designed set of procedures in project planning to offer branding and corporate identity...
- Managed the registration process and analysed the outcome / the router service and enhanced the support of voice messaging...
- Presented the findings of the study on cognitive learning of kindergarteners to my supervisor for product R&D
- Handled cash transactions and bi-weekly sales reports
- Offered professional advices to ensure high quality of customer satisfaction can be attained at the branch office
- Assigned to deal with a large amount of data and produce a draft information report ...

[Go to next section -- Mistakes That Cannot Be Made](#)



Use of Power Words

Achievements

and phrases used in job application.

category to see how you can describe yourself in a more powerful way.

To describe your Achievements:

- ☐ Succeeded in completing the assigned task well within deadline / organising an alumni sharing on corporate social responsibilities which was attended by over 100 students...
- ☐ Proven track record in timely delivery of a quality project / meeting deadlines...
- ☐ Experience in /included the creation of a chronological filing system / lesson planning and assessment of test results...
- ☐ Instrumental in refining the analytical process of ... / developing an automated absenteeism record system ...
- ☐ Delivered an impressive presentation on “Punctuation that Works for Effective Writing” / a persuasive speech which raised the public awareness of the air pollution in Hong Kong ...



» Go to next section -- Mistakes That Cannot Be Made



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

Use of Power Words

Skills

and phrases used in job application.

category to see how you can describe yourself in a more powerful way.

To show your Skills:

- Trained in overcoming obstacles (experience in a team activity / as a member of a sport team / in a project / competition ...)
- Proficient in/competent at written Chinese and English or drafting and editing marketing proposals and press releases...
- Expert at excel advanced financial functions / using spreadsheets to project cash flow analysis...
- Working knowledge of excel VBA / market research in (a specific function/industry...)
- Coordinated a customer service improvement programme to front line staff members of the tele-marketing section...
- Organized a storytelling class for a group of lower primary school students / an eco-tour to the Hong Kong Wetland Park...



» Go to next section -- Mistakes That Cannot Be Made

[Understanding Résumé](#)[Create Your Own Résumé](#)[Introduction](#)[What You Should Know About Résumé](#)[How to Write a Résumé](#)[Use of Power Words](#)[Mistakes That Cannot Be Made](#)

Use of Power Words

Career Objectives

and phrases used in job application.

category to see how you can describe yourself in a more powerful way.

To polish your Career Objectives

- Committed to strengthening my professional education through various tasks assigned / providing the best services to individual clients...
- Confident in taking on new assignments / achieving business growth within pre-set timeframe...
- Proved track record in performing a thorough project...
- Work well with people across different cultural backgrounds
- Ability to maximize return with available resources...

[Go to next section -- Mistakes That Cannot Be Made](#)



● Understanding Résumé

● Create Your Own Résumé

Introduction

What You Should Know About Résumé

How to Write a Résumé

Use of Power Words

Mistakes That Cannot Be Made

Mistakes That Cannot Be Made



Jenny Lam
Flat D, 28/F, Block 3
Rivers View Garden
Tel: 99009900

Bold or capitalize your name, using letters 2 to 6 points larger than the rest of the text.



Avoid post office boxes because they make people suspect that you're hiding something.

email:
jennylam@x-company.com

Don't use work e-mail.



Make sure your voice mail box has no stupid greetings. No music, no comedy selection, just a recording of your voice calmly and smoothly.

ACTIVITIES
Chinese University of Hong Kong
IESEC -- provided marketing and
Volunteer for Area 10 on Aging, a s

Make sure your resume is free of spelling and grammatical mistakes.

CUHK

Avoid using abbreviation, but use full form instead.

» Create Your Own Résumé

Map

Exit



Résumé Writing

• Understanding Résumé

• Create Your Own Résumé

Please select the Résumé that is right for your purpose to see what you could do better when creating your own résumé.

General Purpose

Academic Career

Creative Industry

Law Firm

Further Study

Back to Map

Map

 Exit



General Purpose



Your résumé must explain that you have experience and knowledge about your field of business, that shows you are a qualified candidate for the job.



A long résumé looks very clumsy and difficult to read. Try to be as concise as possible, add only the most important information about the jobs you had, it is not necessary to give a detailed explanation to each one of them.



Add contact information and phone numbers at the top of the page, and reference at the bottom.



Sample of Résumé



[Understanding Résumé](#)[Create Your Own Résumé](#)

General Purpose



A long résumé looks very clumsy and difficult to read. Try to be as concise as possible, add only the most important information about the jobs you had, it is not necessary to give a detailed explanation to each one of them.



Add contact information and phone numbers at the top of the page, and reference at the bottom.



If you lack experience, listing volunteer jobs is great way of relating work experience in a field that you have not yet worked in.

General Purpose

See other
type of Résumé

Sample of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

General Purpose

Sample of Résumé

General Purpose

Evelyn Tsang

Phone Number: (+852) 1234 5678

Flat A 1/F Block A Wing Wo Garden New Territories

EDUCATION

The Chinese University of Hong Kong 2008

Bachelor of Business Administration in Professional Accountancy
Second Upper Honour Degree(CGPA 3.24)

EXPERIENCE

Giant Food Stores Akron

Jul 2006 –Jul 2007 Part-time Assistant Accounting Clerk

- Reported directly to the CEO. Handled all corporate financial transactions.
- Reconciled various expenditure reports and drafted quarterly and annual financial statements
- Reviewed procurement documents and invoices in detail to ensure accuracy.
- Prepared routine entries and posted financial transactions.
- Reconciled entries and internal ledgers to financial system reports.

See other type of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

General Purpose

Sample of Résumé

General Purpose

- Reconciled entries and internal ledgers to financial system reports.
- Conducted researches and financial statements analysis for pitch books

Jul 2007 –Aug 2008 Financial Secretary

- Prepared financial statement for the institution
- Monitored the expenditure and controlled the cash flow to ensure healthy financial stability.
- Assisted in the daily office operations; involved in organizing the review project of financial reporting system at a regional scale

LANGUAGE SKILLS

IELTS (Score 8.5)
 PSC Putonghua Proficiency Test (Level 2)
 Proficiency in spoken English, Putonghua and Cantonese

COMPUTER SKILLS

Microsoft Office, Visio, Project, DacEasy Accounting Software

REFERENCE

See other type of Résumé





● Understanding Résumé

● Create Your Own Résumé

General Purpose

Sample of Résumé

General Purpose

- Prepared financial statement for the institution
- Monitored the expenditure and controlled the cash flow to ensure healthy financial stability.
- Assisted in the daily office operations; involved in organizing the review project of financial reporting system at a regional scale

LANGUAGE SKILLS

IELTS (Score 8.5)
 PSC Putonghua Proficiency Test (Level 2)
 Proficiency in spoken English, Putonghua and Cantonese

COMPUTER SKILLS

Microsoft Office, Visio, Project, DacEasy Accounting Software

REFERENCE

Name: Professor Stephen Young
 Relationship: Professor of Financial Accounting
 Contact Number: 1234-6677

See other type of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

Academic Career



Experience

If you have prior experience in teaching or another field you should put your professional experiences first. Descriptions of prior jobs should include all relevant tasks and responsibilities. Be sure to include any involvement in school committees or professional organizations.

You should also list the courses that you have primary teaching responsibilities and your contributions in teaching materials or curriculum development.



Education

If you have little professional experience, you may want to put your educational background at the beginning of your résumé. You may include any awards or academic honors you earned in the university. You should also list all areas of academic concentration, including those not directly related to education or the subject in which you teach.



Sample of Résumé

Map

Exit



Academic Career



If you have little professional experience, you may want to put your educational background at the beginning of your résumé. You may include any awards or academic honors you earned in the university. You should also list all areas of academic concentration, including those not directly related to education or the subject in which you teach.



Field of Interest/ Research Interest

You should always explain your research interests, the significance of your work, the related training undertaken and the potential contribution of your works at a practical level. This can help the faculty to evaluate your research interests against the faculty's concentration.



Publications, Citations and Quotes

If you are applying for a teaching position at a tertiary institution, you should list out the publications, such as referred journal articles or book chapters, as well as the research grants and patents that you have received.

Academic
Career

See other
type of Résumé

Sample of Résumé

Map

Exit



Understanding Résumé

Create Your Own Résumé

Academic Career

Sample of Résumé

Academic Career

Curriculum Vitae

Address Department of Engineering
The Chinese University of Hong Kong, Shatin, Hong Kong.

Telephone Office: (852) 2609-XXXX
Fax: (852) 2603-XXXX

Email address mail@ Benjamin Fung.org

Fields of Interest Theory of Computation.

Highest Educational Attained
2006 Ph.D. Computational and Mathematical Engineering, Stanford University, USA.

Professional Experiences
2008-2010 Lecturer, Faculty of Engineering, The Chinese University of Hong Kong.
2007-2008 Assistant Lecturer, Faculty of Engineering, The Chinese University of Hong Kong.

See other type of Résumé

Exit

Map



Academic Career

Sample of Résumé

Academic Career

Professional Experiences

- 2008-2010 Lecturer, Faculty of Engineering, The Chinese University of Hong Kong.
- 2007-2008 Assistant Lecturer, Faculty of Engineering, The Chinese University of Hong Kong.
- 2006-present Reviewer of Engineering Today Reviews
- Dec.06-Jan.07 Visiting Research Fellow, MIT

Awards/ Prize

- Polydor Engineering Prize 2005
- Outstanding Doctoral Thesis Research in Mathematics Award 2005

Fellowship

- ABCA Invitation Fellowship for research in the USA 2005-2006
- BPS Fellows 2006

Research Grants

- 1.Earmarked Grant for Research 2005-2008, ABCD Methodology. (Principal investigator)
- 2.Earmarked Grant for Research 2003-2006, ABCD Methodology and its applications. (Principal investigator)
- 3.DKFJ Foundation – Sponsorship of Conferences and Symposia 2005-2006

See other type of Résumé





Academic Career

Sample of Résumé

Academic Career

ABCA Invitation Fellowship for research in the USA 2005-2006
BPS Fellows 2006

Research Grants

- 1. Earmarked Grant for Research 2005-2008, ABCD Methodology. (Principal investigator)
- 2. Earmarked Grant for Research 2003-2006, ABCD Methodology and its applications. (Principal investigator)
- 3. DKFJ Foundation – Sponsorship of Conferences and Symposia 2005-2006

Teaching Grant

Engineering Faculty Development Grants. (Co-Investigator)

Publications

- 1. Spectral methods for parameterized matrix equations. Vol. XVII, Number 4, 103-156, 2006.
- 2. ABMIT for Solution of GWETN Surface. Engineering Mechanics 163 No.33.
- 3. Computing bounds via Duality. Engineering Fracture Mechanics 600, Number 5, (2007) 559-564.

Selected Invited talks

December 2008 “Energy Dissipation”, Joint Meeting, American Mathematical Society and Shanghai Mathematical Society, December 17-21, 2008, Fudan University, Shanghai, China.

See other type of Résumé





Academic Career

Sample of Résumé

Academic Career

Teaching Grant

Engineering Faculty Development Grants. (Co-Investigator)

Publications

1. Spectral methods for parameterized matrix equations. Vol. XVII, Number 4, 103-156, 2006.
2. ABMIT for Solution of GWETN Surface. Engineering Mechanics 163 No.33.
3. Computing bounds via Duality. Engineering Fracture Mechanics 600, Number 5, (2007) 559-564.

Selected Invited talks

December 2008 "Energy Dissipation", Joint Meeting, American Mathematical Society and Shanghai Mathematical Society, December 17-21, 2008, Fudan University, Shanghai, China.

Professional Activities & Affiliations

- | | |
|------------------------------|--|
| Member, Organizing Committee | Workshop on ABMIT, The Chinese University of Hong Kong, July 8-29, 2009. |
| Member, Organizing Committee | Special Session on ABMIT, Joint AMS-HKMS meeting, December 2007. |
| Co-Chairperson | The Hong Kong Young Entrepreneurship Council, 2008-2009 |
| Council Member | The Hong Kong Institute of Information Technology 2006-2010 |

See other type of Résumé



[Understanding Résumé](#)[Create Your Own Résumé](#)

Creative Industry



Be careful that people that hire creative staff may not come with a creative background. So you must always prepare a traditional résumé and covering letter.



Always include your portfolio such as translation pieces, copywriting works or design works.



Make your résumé precise and explain why you fit that position. Giving your reasons politely and with your qualifications to follow.

Creative Industry

Sample of Résumé

See other
type of Résumé

Exit

Map



• Understanding Résumé

• Create Your Own Résumé

Creative Industry



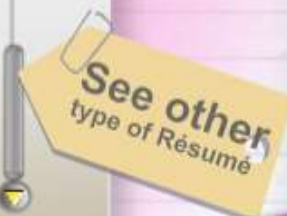
Always include your portfolio such as translation pieces, copywriting works or design works.



Make your résumé precise and explain why you fit that position. Giving your reasons politely and with your qualifications to follow.



If you have your portfolio online, you can add a link to your own résumé and make it easier for the employer to take a look at your job.



Sample of Résumé





• Understanding Résumé

• Create Your Own Résumé

Creative Industry

Sample of Résumé

Creative Industry

Janice Chung

Phone Number: (+852) 1234-7879

Flat B 21/F Creative Mansion

Email: janicechung@mail.com

EDUCATION

The Chinese University of Hong Kong 2010

Bachelor of Business Administration, concentrated in Marketing

First Honour Degree (GPA 3.50)

AWARDS

4As Student Awards, 2009 Merit

EXPERIENCE

Group L Advertising

Jul 2008 – Aug 2008 Summer Internship

See other
type of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

Creative Industry

Sample of Résumé

Creative Industry

Group L Advertising

Jul 2008 – Aug 2008 Summer Internship

- Collected data of consumer behavior for clients from FMCG and Food & Beverage for further analysis and development of media booking direction.
- Researched on market intelligent for internal benchmarking.
- Assisted the Senior Account Manager and the Creative team in ad hoc strategic planning on advertising campaign..
- Worked closely with creative team to brainstorm advertising concept to actualize clients' promotional concept.
- Assisted in administration of the department to facilitate departmental daily work.

COMPUTER SKILLS

Familiar with MACINTOSH

Knowledge in various multimedia and design software, including Photoshop, Illustrator, In-Design, Premier, Adobe Audition

LANGUAGE SKILLS

IFI TS (Score 7.5)

See other type of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

Creative Industry

Sample of Résumé

Creative Industry

COMPUTER SKILLS

Familiar with MACINTOSH

Knowledge in various multimedia and design software, including Photoshop, Illustrator, In-Design, Premier, Adobe Audition



LANGUAGE SKILLS

IELTS (Score 7.5)

Proficiency in Spoken English, Putonghua and Cantonese

Knowledge in Japanese



OTHERS

Winning Works of the 4As Student Awards is available from the following site.

www.janicechungmusic.com



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See other
type of Résumé

Exit

Map



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Law Firm

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A

It's often a good idea to write a transaction or deal sheet list. This conveys specifics to those who need to know. It is important for recruiters and potential employers to see that you are aware of the world around you and not just "filing, drafting, preparing documents." The fact that you were drafting a memo for a renowned company means a lot more.

See other
type of Résumé

Sample of Résumé

Map

Exit



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Wilson Lam

Phone Number: (+852) 1234 5678

lamyatming@email.com

EDUCATION

LLB The Chinese University of Hong Kong

2006-2009

ABC Secondary

1999-2006

ACADEMIC RESULTS

The Chinese University of Hong Kong: Second Upper Honour

Third Year Economics A- Commercial Contracts A Family Law B Jurisprudence B+

Second Year Property II A- Medical Law A Evidence A- Information Technology Law B

First Year Property I B+ Introduction to the Legal System A+ Law of Obligations A-
Criminal Law B+ Public Law A

HK A1. Use of English A Chinese Language and Culture A Biology B Chemistry A

See other type of Résumé





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Sample of Résumé



Criminal Law B+ Public Law A
 HKAL Use of English A Chinese Language and Culture A Biology B Chemistry A
 Physics A
 HKCEE English A Chinese A Mathematics B Geography B Economics B Physics A
 Chemistry A Biology A Additional Mathematics A

WORKING EXPERIENCE

Jun - Aug 2008 Summer Intern, Wilson Strokes, Hong Kong
 Jun - Aug 2007 Summer Intern, Malvis Chamber, Hong Kong
 Jul - Aug 2006 Summer Intern, Semmons, Hong Kong
 Aug 2003 Summer Intern, Lee and Wang Solicitors

COMMUNITY SERVICE

2006-Present Volunteer English tutor to help disadvantaged children at St. James Settlement, HK
 Summer 2005 Volunteer worker to help disabled children at Watchdog, HK
 2002 - 2003 Volunteer worker, the Food & Environmental Hygiene Museum of Hong Kong

See other type of Résumé





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EXTRA-CURRICULAR ACTIVITIES & HOBBIES

- 2007-2008 President of LLB Society
- 2006-2009 Member of LLB Society
- 2006-2007 CU LLB Football Team Captain
- 2007-2008 Deputy Treasurer of ABC Law Publication
- Aug 2006 Hong Kong Law Society Delegation to Kuailin, Guangxi, PRC Law Conference

LANGUAGE SKILLS

IELTSScore 8.50
 Proficiency in Putonghua and English

COMPUTER SKILLS

Microsoft Office
 Chinese word processing

DEFERENCE

See other type of Résumé

Exit

Map



● Understanding Résumé

● Create Your Own Résumé

Law Firm

Sample of Résumé

Law Firm

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- 2006-2009 Member of LLB Society
- 2006-2007 CU LLB Football Team Captain
- 2007-2008 Deputy Treasurer of ABC Law Publication
- Aug 2006 Hong Kong Law Society Delegation to Kuailin, Guangxi, PRC Law Conference

LANGUAGE SKILLS

IELTSScore 8.50
 Proficiency in Putonghua and English

COMPUTER SKILLS

Microsoft Office
 Chinese word processing

REFERENCE

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Further Study



Clearly state your field of interest and explain your vision in the topic. Also state the reasons that motivate you in pursuing the degree and how your undergraduate or master degree may help you in your further study.



Depending on the degree specialization and area of study, you may be required to specify the awards, list the publications and research focus over the past years on the résumé. Some institutions and faculties may ask a candidate to submit a personal statement at the same time.



It is important to demonstrate your previous research experience and your knowledge in the subject matter when writing your field of interest or research interest. Try to explain your research approach and methodology concretely to indicate your passion and determination in accomplishing the research goal within the study period in your next degree.



Detailed research plan should be included.



[Sample of Résumé](#)

[See Personal Statement](#)





Further Study

Further Study

D

Detailed research plan should be included.

E

Portfolio should be included if you are applying to the creative arts/design/media discipline.

F

If the university you attempt is different from your current or previous university, please give the reason why you choose the university.

G

Once you have finished writing your résumé and personal statement, it is always a good idea to ask a career advisor or academic advisor to review your application for comments before sending it out.

See other type of Résumé

Sample of Résumé

See Personal Statement

Exit

Map



Further Study

Sample of Résumé

Further Study

SIMON CHEUNG

Address: Room 3011, 30/F, Fortune House, Fortune Estate, Shatin, New Territories

Contact Number: 1234-5678

Email: simon.cheung@email.com

FIELD OF INTEREST

“Conceiving ideas and developing systems” is my personal goal. When transformed into actions, this has reinforced my belief in leadership through creativity. I am dedicated to further my professional development by pursuing a Doctorate degree.

ACADEMIC BACKGROUND

Master of Philosophy, Electrical Electronic Engineering, The Chinese University of Hong Kong 2009

Bachelor of Electrical Electronic Engineering, The Chinese University of Hong Kong 2004
Second Honour Degree

» Back

See other type of Résumé

Exit

Map



Further Study

Sample of Résumé



RESEARCH EXPEREINCE & PUBLICATION

Lagrangian Mean Curvature Flow (MCF)
 Future and Emerging Computing Architectures
 ABMIT for Solution of GWETN Surface. Engineering Mechanics 163, No.33, 36-85.

AWARDS

- Bronze Prize in the HKEIA Innovation & Technology Project Competition Award 2007-2008
- Outstanding Young Researcher Award 2008-2009

EXTRACURRICULAR ACTIVITIES

- Electrical Electronic Engineering Student Society, President 2003
 - Organized annual holiday dance with 100 attendees
- Awarded certificate of proficiency from Peking University Summer Language and Culture Program, 2004.

REFERENCE

» Back

See other type of Résumé

Map

Exit



● Understanding Résumé

● Create Your Own Résumé

Further Study

Sample of Résumé

Further Study

Future and Emerging Computing Architectures
ABMIT for Solution of GWETN Surface. Engineering Mechanics 163, No.33, 36-85.

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REFERENCE

Professor Fredrick Smith, Associate Dean of Faculty of Engineering
Email: mail@fredsmith.com

See other type of Résumé

» Back

Exit

Map



Understanding Résumé

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Further Study

See Personal Statement

Further Study

Background

My interest in research in mathematics started late in my final year of my undergraduate study. Upon graduation, I worked as a mathematics teaching assistant in a local secondary school.

The experience of sharing mathematical ideas with teenagers was enjoyable. I always remember the excitements that my student showed when they were asked to calculate the alternating sum of the number of vertices, edges and faces of some polyhedrons. Despite the satisfaction that it gave me, it was hardly possible for me to further elaborate– the audiences were too young to discuss the complexity of the concepts. It gave me a strong motivation that I should further my study. Finally I applied for the Master degree in my home university. **Unlike my undergraduate years, I am more determined, and am prepared to devote myself completely to mathematics.**

Research Interest: geometry and analysis

It all started when I took a course on **Riemannian geometry** in the first year of my graduate study. I was fascinated by how intuitive object (manifold) can be stated mathematically, using local chart and gluing

» Back

See other type of Résumé

Exit

Map



Further Study

See Personal Statement

Further Study

Research Interest: geometry and analysis

It all started when I took a course on **Riemannian geometry** in the first year of my graduate study. I was fascinated by how intuitive object (manifold) can be stated mathematically, using local chart and gluing functions. This allows us to compute on abstract manifold in local coordinate. To further understand the subject, I held an informal student seminar after the end of the course, focusing on the book by Milnor on Morse theory. Some deep results such as **Bott periodicity theorem** were proved by applying Morse theory on path space of the Lie Groups. In the seminar, I was impressed by how **geometry** (metric) led to information about **topology**.

In a graduate seminar, three other graduate students and I met twice a week and we in turn presented our findings and discussed topics regarding **geometry and analysis**. In the seminar I focused on **Li-Yau's gradient estimates**. Besides giving eigenvalue estimates, one far reaching consequence of gradient estimates was the **Harnack inequality** for solution to heat equation on manifold. This result was later generalized to tensor, and is now a fundamental tool in geometric flow.

The graduate seminar was essential in my study. Thanks to my fellow students, I was able to acquire knowledge in elliptic PDE, Teichmüller theory and harmonic function on noncompact manifold. More importantly, I gained valuable experience in sharing knowledge and contrasting different points of view.

[» Back](#)[See other
type of Résumé](#)[Exit](#)[Map](#)



Further Study

See Personal Statement

Further Study

The graduate seminar was essential in my study. Thanks to my fellow students, I was able to acquire knowledge in elliptic PDE, Teichmüller theory and harmonic function on noncompact manifold. More importantly, I gained valuable experience in sharing knowledge and contrasting different points of view. The seminar had given me more than mathematics knowledge; I had the opportunity to **expose in an academic atmosphere** and learnt how to **exchange mathematical ideas effectively**.

Research Experience

Currently I work on **Lagrangian mean curvature flow** (MCF for short). The motivation comes from the **SYZ conjecture**, which postulates the existence of special Lagrangian tori and dual tori fibration on a Calabi-Yau manifold X and its mirror X' respectively. To prove the conjecture, there is a difficulty to construct the fibration. As special Lagrangian submanifold is minimal, one can hope that the MCF will move a Lagrangian submanifold to a special one.

Some results about MCF of a single Lagrangian submanifold have been derived in the last fifteen years, by several experts in the field, including Professor Ferguson and Professor Adams. In my thesis, instead of a single Lagrangian submanifold, **I consider a family of Lagrangian submanifolds which foliate the**

[» Back](#)[See other type of Résumé](#)

Exit

[Map](#)



Further Study

See Personal Statement

Further Study

Some results about MCF of a single Lagrangian submanifold have been derived in the last fifteen years by several experts in the field, including Professor Ferguson and Professor Adams. In my thesis, instead of a single Lagrangian submanifold, **I consider a family of Lagrangian submanifolds which foliate the n -dimensional complex plane moved together under the MCF.** The idea was suggested earlier by John Smith and David Brown. Doing this might cause more complications, but the advantage is that we can consider the phase angle as function in the ambient space. In the case of dimension one, the phase angle is shown to satisfy a nonlinear second order partial differential equation. In this case, **I am able to show that any smooth solution of the PDE corresponds exactly to the solution to MCF of a smooth foliation.** The result is summarized in my preprint.

The **experience of doing research** is valuable and stimulated my determination to succeed. I met my thesis supervisor, Professor Benjamin Hui, once or twice a week, and we exchanged ideas about the research project. At the beginning we were unsure of how the question should be posed. I worked out some equations and tried to group them in different ways for a lot of trial tests, and we finally succeeded. After that, I tried to prove the main theorem directly but without success. Then I looked up the literature, and found a result useful in proving the theorem. In this process I not only learnt more about the subject, but also clarified some concepts which I misunderstood. I am sure that the experience would help me succeed in my career.

See other type of Résumé

» Back

Map

Exit



Further Study

See Personal Statement

Further Study

and found a result useful in proving the theorem. In this process I not only learnt more about the subject but also clarified some concepts which I misunderstood. I am sure that the experience would help me succeed in my career.

Prospect in University of ABC

As I learn more about Geometry, I started to appreciate how Geometry and Topology interact with each other. I expect to explore more on the relations between the two, using techniques in analysis and PDE. **University of ABC** is an excellent place for me to develop. UABC has a small yet competitive research group in geometry. For example, Professor **J. Kerr** is internationally renowned geometer, and has done groundbreaking works in harmonic functions on noncompact manifolds. Besides establishing the gradient estimate techniques mentioned earlier, he had also established the relations between harmonic function and ends of the manifolds (with Professor M. Cole). With my prior exposure in geometric analysis, I am confident in dealing with the technicalities and working on current research topics in geometric analysis.

To conclude, **my career goal is to become a professor in mathematics**, and studying in **UABC** is definitely the right place to unleash my potential. I look forward to learning from the faculty and fellow students, and facing the challenges and opportunities in **UABC**.

[» Back](#)[See other
type of Résumé](#)[Exit](#)[Map](#)