*Sample Resume*

**Name**:

**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.