

# Writing a Professional CV that Wins Interviews

Connie Tsui-Burchfield

19 January 2021

?

One word  
describing  
your mood  
now

!

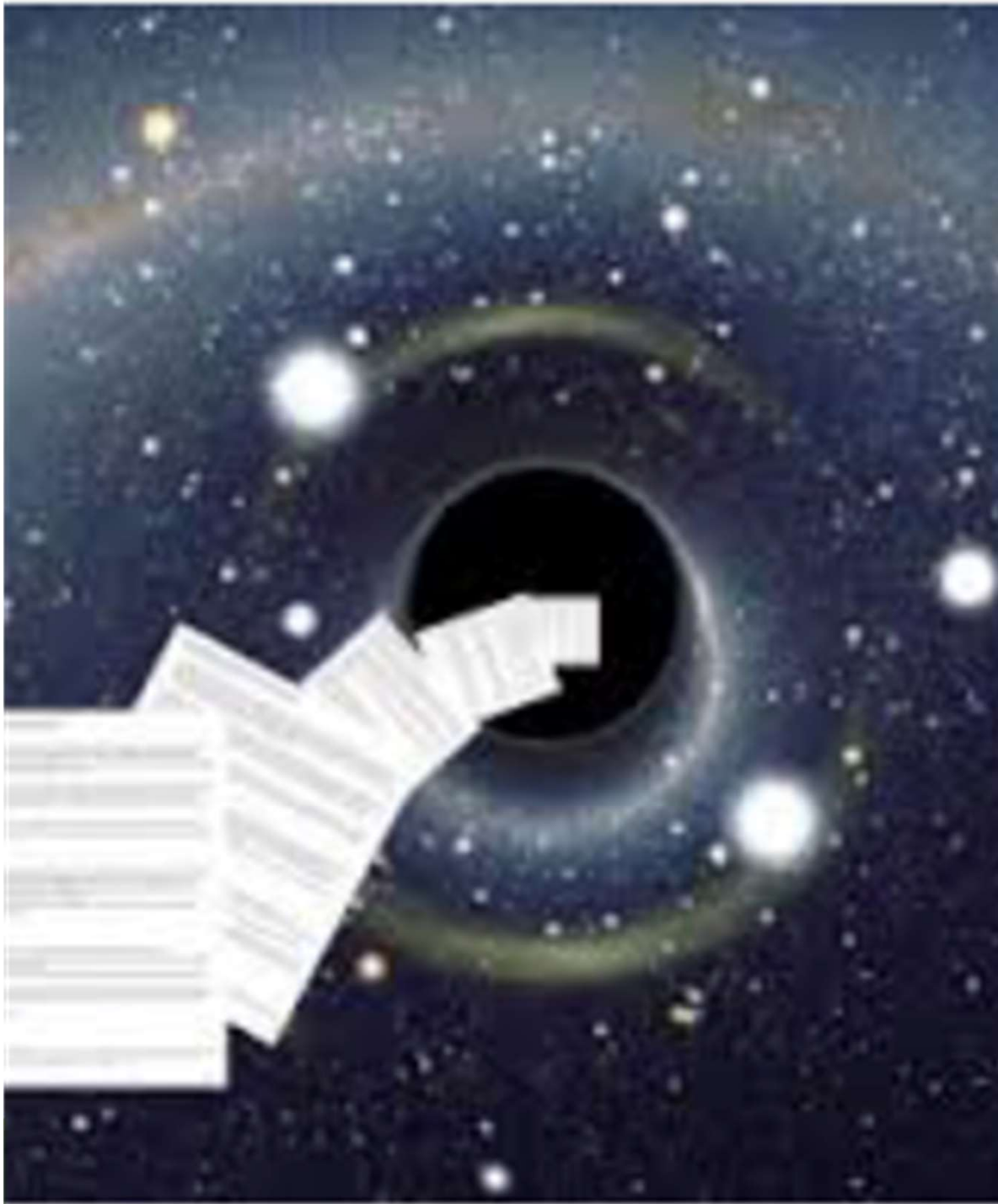
Give me one  
simple phrase  
about what's so  
special about you

# Myth



CV  Interviews  JOB!





Reality





?

How many versions of  
CVs do I need to write  
in order for me to keep  
on winning interviews?

How many CVs do I  
need to send out to win  
one interview?







What are  
your target  
employers  
doing?



## Breaking down the job-search process:

### 1 PREP

- Job Goals & Job Fit
- Resume & Cover Letter
- Online Branding
- References

### 2 SEARCH

- Applications & Follow-up
- Utilizing Recruiters
- Networking

### 3 CLOSE

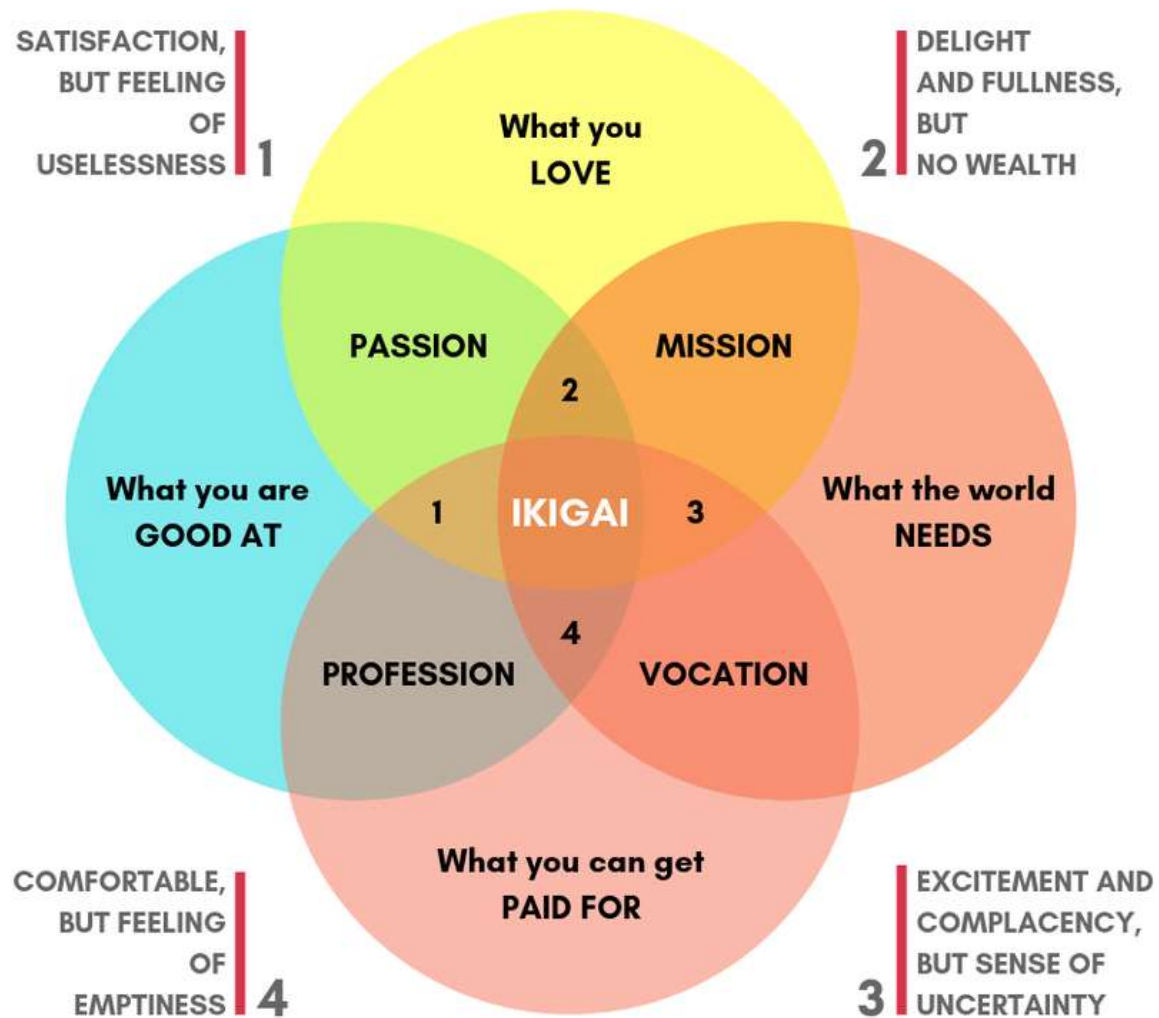
- Interviews & Follow-up
- Negotiation
- Onboarding

How many lives are you?



# IKIGAI

A JAPANESE CONCEPT THAT MEANS "A REASON FOR BEING"





A job  
or  
a career?





SOCIETY

## The Unlikely Success Story Of The Guy Who Gets Paid NOTHING

By Kristina Ivanova — On Dec 30, 2020

## A 16-year-old British girl earns £48,000 helping Chinese people name their babies

7 September 2016

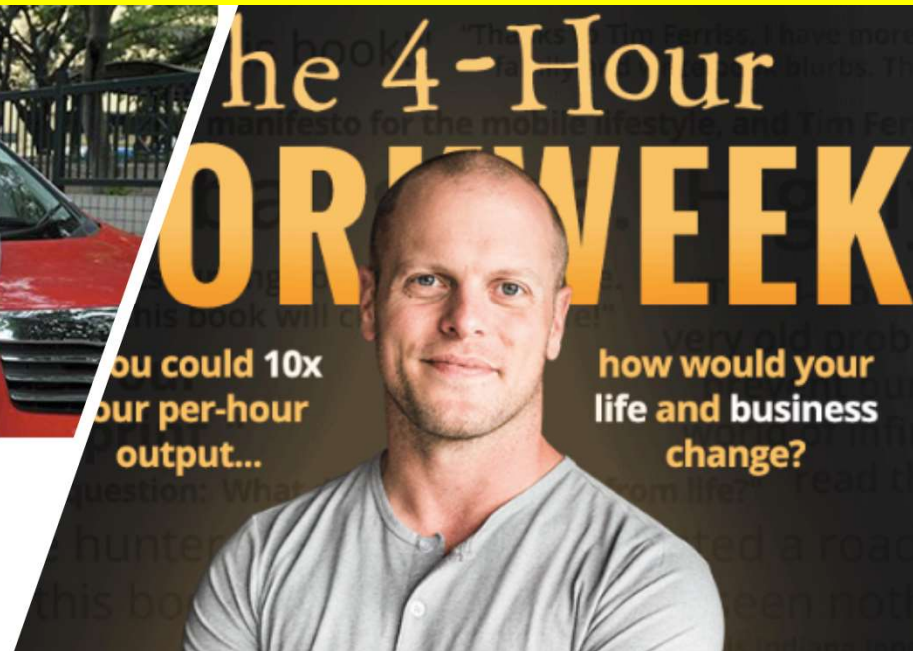


# A job, a career or a life?



el & Holidays » Introducing Diamond Cab, your accessible gateway to Hong Kong

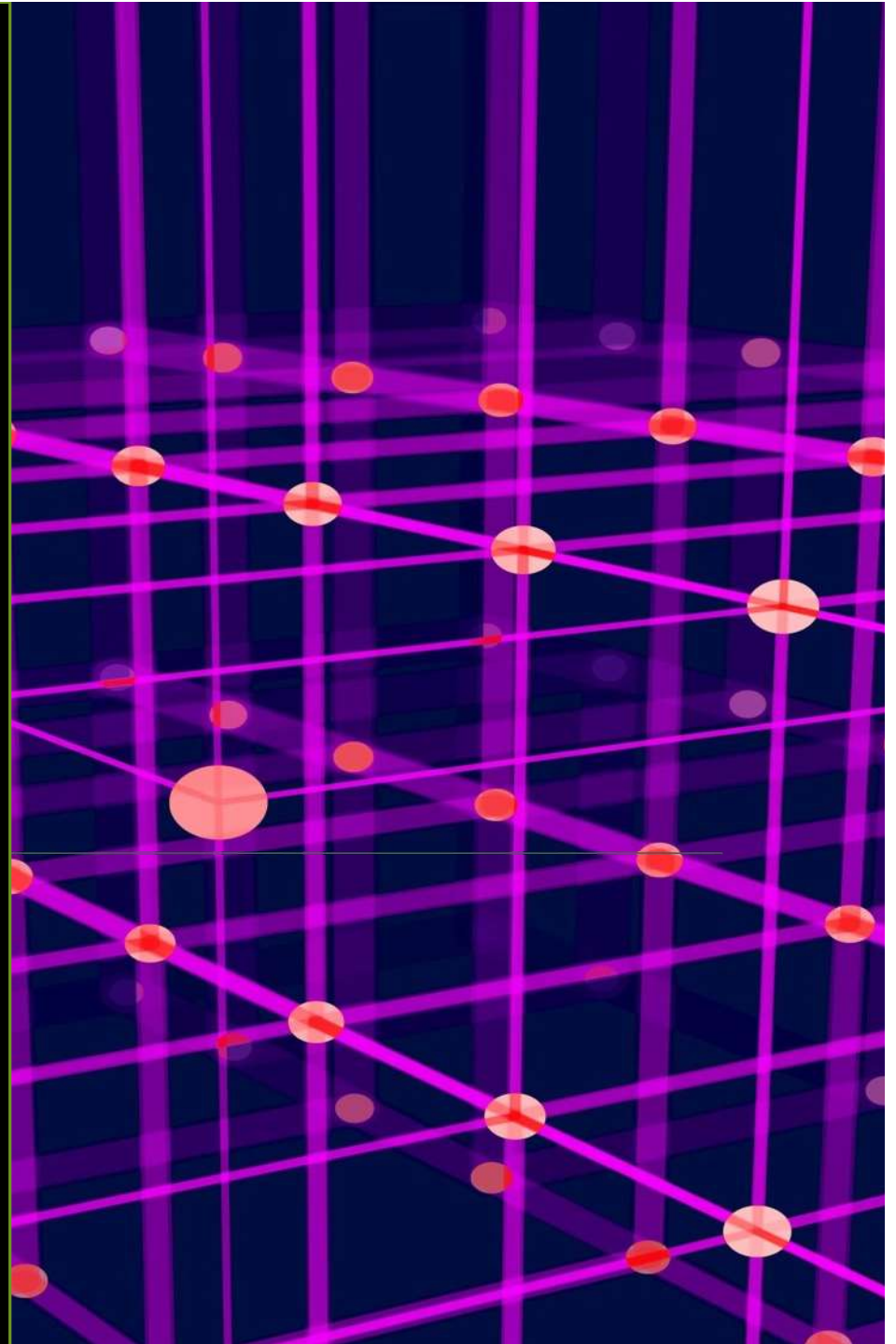
Introducing Diamond Cab, your



RADIX



Can anyone  
tell me what  
will be the  
most popular  
jobs in 5  
years?





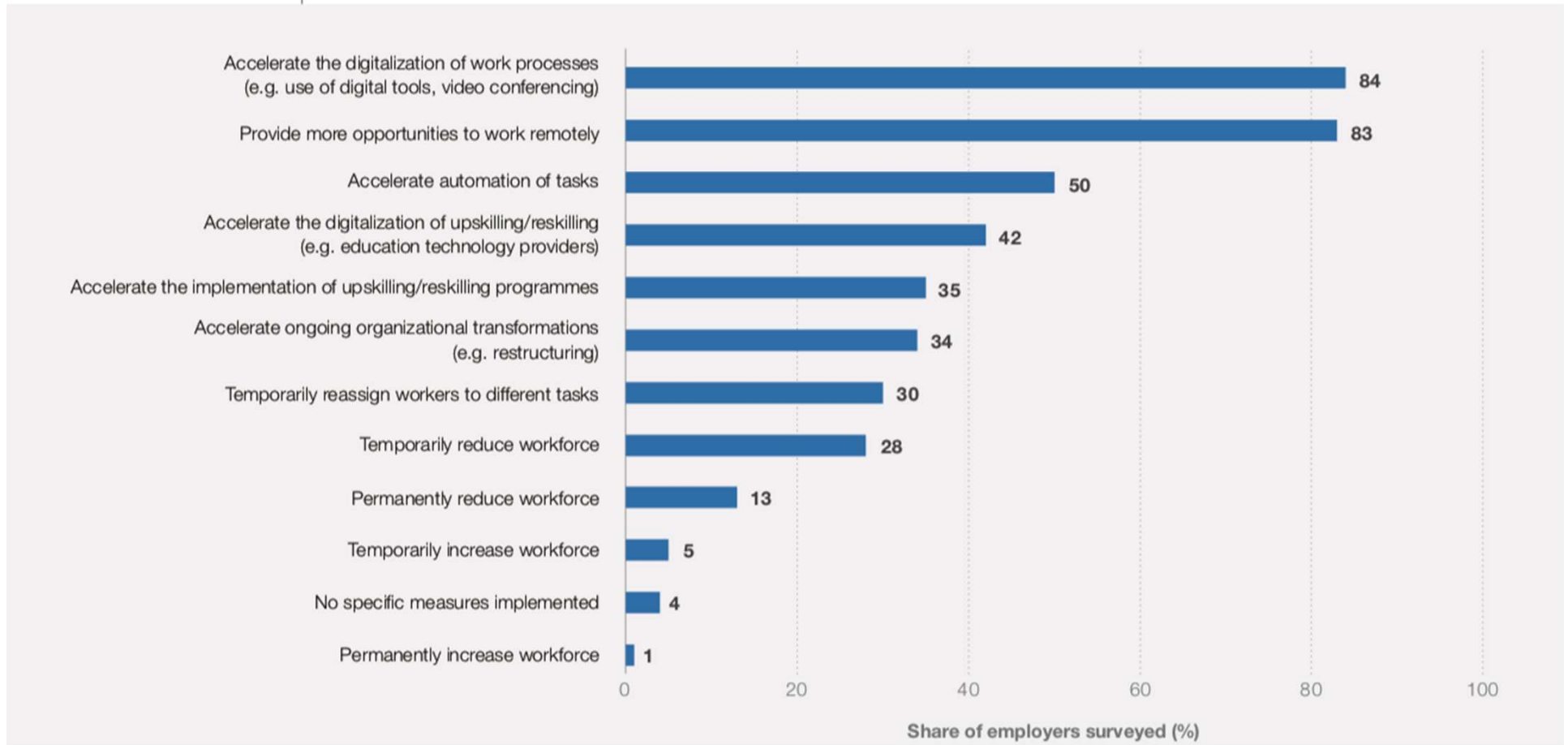
# The Future of Jobs Report 2020

OCTOBER 2020



FIGURE 5

## Planned business adaptation in response to COVID-19



## ➤ Increasing demand

1	Data Analysts and Scientists
2	AI and Machine Learning Specialists
3	Big Data Specialists
4	Digital Marketing and Strategy Specialists
5	Process Automation Specialists
6	Business Development Professionals
7	Digital Transformation Specialists
8	Information Security Analysts
9	Software and Applications Developers
10	Internet of Things Specialists
11	Project Managers
12	Business Services and Administration Managers
13	Database and Network Professionals
14	Robotics Engineers
15	Strategic Advisors
16	Management and Organization Analysts
17	FinTech Engineers
18	Mechanics and Machinery Repairers
19	Organizational Development Specialists
20	Risk Management Specialists

## ➤ Decreasing demand

1	Data Entry Clerks
2	Administrative and Executive Secretaries
3	Accounting, Bookkeeping and Payroll Clerks
4	Accountants and Auditors
5	Assembly and Factory Workers
6	Business Services and Administration Managers
7	Client Information and Customer Service Workers
8	General and Operations Managers
9	Mechanics and Machinery Repairers
10	Material-Recording and Stock-Keeping Clerks
11	Financial Analysts
12	Postal Service Clerks
13	Sales Rep., Wholesale and Manuf., Tech. and Sci. Products
14	Relationship Managers
15	Bank Tellers and Related Clerks
16	Door-To-Door Sales, News and Street Vendors
17	Electronics and Telecoms Installers and Repairers
18	Human Resources Specialists
19	Training and Development Specialists
20	Construction Laborers

Source

Future of Jobs Survey 2020, World Economic Forum.



## Care Economy

### Cloud Computing

- 1 Site Reliability Engineer
- 2 Platform Engineer
- 3 Cloud Engineer
- 3 DevOps Engineer
- 5 Cloud Consultant
- 6 DevOps Manager

### Content Production

- 1 Social Media Assistant
- 2 Social Media Coordinator
- 3 Content Specialist
- 4 Content Producer
- 5 Content Writer
- 6 Creative Copywriter

### Data and AI

- 1 Artificial Intelligence Specialist
- 2 Data Scientist
- 3 Data Engineer
- 4 Big Data Developer
- 5 Data Analyst
- 6 Analytics Specialist
- 7 Data Consultant
- 8 Insights Analyst
- 9 Business Intelligence Developer
- 10 Analytics Consultant

### Engineering

- 1 Python Developer
- 2 Full Stack Engineer
- 2 Javascript Developer
- 4 Back End Developer
- 5 Frontend Engineer
- 5 Software Developer Dotnet
- 7 Development Specialist
- 8 Technology Analyst



## Green Economy



### Marketing

- 1 Growth Hacker
- 2 Growth Manager
- 3 Digital Marketing Specialist
- 4 Digital Specialist
- 5 Ecommerce Specialist
- 6 Commerce Manager
- 6 Head Of Digital
- 8 Digital Marketing Consultant
- 9 Digital Marketing Manager
- 10 Chief Marketing Officer



### People and Culture

- 1 Information Technology Recruiter
- 2 Human Resources Partner
- 3 Talent Acquisition Specialist
- 4 Business Partner
- 5 Human Resources Business Partner



### Product Development

- 1 Product Owner
- 2 Quality Assurance Tester
- 3 Agile Coach
- 4 Software Quality Assurance Engineer
- 5 Product Analyst
- 6 Quality Assurance Engineer
- 6 Scrum Master
- 8 Digital Product Manager
- 9 Delivery Lead



### Sales

- 1 Customer Success Specialist
- 2 Sales Development Representative
- 3 Commercial Sales Representative
- 4 Business Development Representative
- 5 Customer Specialist
- 6 Partnerships Specialist

emerging  
roles  
clustered  
into the jobs  
of tomorrow



## B. Top 15 skills for 2025

1	Analytical thinking and innovation
2	Active learning and learning strategies
3	Complex problem-solving
4	Critical thinking and analysis
5	Creativity, originality and initiative
6	Leadership and social influence
7	Technology use, monitoring and control
8	Technology design and programming

9	Resilience, stress tolerance and flexibility
10	Reasoning, problem-solving and ideation
11	Emotional intelligence
12	Troubleshooting and user experience
13	Service orientation
14	Systems analysis and evaluation
15	Persuasion and negotiation





?

Where do you  
search for jobs?



summer internship hong kong



MTR > Summer Internship Programme  
mtr.com.hk



Summer internship program for ...  
autismpartnership.com.hk



International Undergraduate Admissions ...  
aal.hku.hk



Summer Internship | Department of ...  
cb.cityu.edu.hk



Internship Programme - CLSA  
clsa.com



Internship Opportunities | Asia Society  
asiasociety.org



ASTRI Summer Internship Program 2021 ...  
ctgoodjobs.hk



Graduates and interns  
computershare.com



MTR > Summer Internship Programme  
mtr.com.hk



CLP Internship Programme - CLP  
clp.com.hk



Summer Internship Program | Alliance ...  
concrete.hk



Dentons Hong Kong - Summer internship  
hongkong.dentons.com



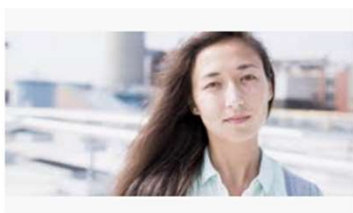
Summer Internship Programme  
hkbea.com



CBRE Summer Internship Program | CBRE ...  
cbre.com.hk



Crossroads Foundation Hong Kong ...



Hong Kong Summer Internship | WSP



OUHK students take-off for Sum...



Asia Society Hong Kong Center ...




From J.P. Morgan to Grassroots Sham Shui Po



Home | New World Development Comp...





summer intern

Hong Kong SAR

Jobs

Date Posted


Experience Level


Cor


Summer intern in Hong Kong SAR

Job Alert Off


14 results




**2021 Bloomberg Customer Support Summer Internship - Hong Kong**  
Bloomberg LP  
Hong Kong, Hong Kong SAR  
 7 connections work here  
Promoted





**ASTRI Summer Internship Program 2021**  
CL Technical Services Limited  
Hong Kong SAR  
1 week ago




**Application for Online Marketing Intern**  
Hong Kong, Hong Kong SAR  
3 weeks ago · 0 applicants



**2021 HK Summer Internship**  
Morrison & Foerster LLP  
Hong Kong, Hong Kong SAR  
 Actively recruiting  
1 month ago



**Computer / Electrical Engineering Internship (Summer/Full Time Internship)**  
Karta-X Technologies Ltd. (Member of the Greater Bay Area 5G Industry Alliance)  
Hong Kong, Hong Kong SAR  
 Your profile matches this job  
3 weeks ago





in

internship

in

undergraduate

in

fresh graduate

in

graduate

in

management trainee

Hong Kong SAR

Jobs

Jobs

Jobs

Jobs

Date Posted

Experience Level

Internship

111 results

Undergraduate in Hong Kong

66 results

Fresh graduate in Hong Kong

207 results

Graduate in Hong Kong

725 results

Management trainee in Hong Kong SAR

68 results

Job Alert Off

ROSEWOOD HONG KONG

HGC

Head of E...

HGC Global Communications Hong Kong

Actively recruiting

Promoted

tricolor

Sales Development Representative

Tricolor Communications Hong Kong

Promoted

K11

Manager, Development

K11 Concept Retail Hong Kong

1 connection works here

Promoted

Management Trainee

Hong Kong, Hong Kong SAR

1 day ago · 0 applicants

Management Trainee Programme (FinTech)

Bank of Communications Co., Ltd. London Branch Hong Kong, Hong Kong SAR

2 days ago · 6 applicants

Management Trainee (Agency Force) 管理培訓生 (營業團隊)

AXA Hong Kong and Macau Hong Kong, Hong Kong SAR

1 connection works here

Promoted · Easy Apply

Management Trainee

Union Medical Healthcare Kowloon, Hong Kong SAR

Actively recruiting

1 week ago

EY

EY- Parthiv

Financial Services Manager / Analyst

EY Hong Kong

4 connections work here

Promoted

K

Japan

Kelly Hong Kong

Promoted

DBS

Career Development

DBS Bank Hong Kong

2 months ago

Raymond Ethics

Hong Kong Kowloon, Hong Kong

7 connections work here

Promoted · 5 applicants

ASTRI

ASTRI Sur

ASTRI - Hong Kong

Post-graduate Microfinance

Laboratory Hong Kong

Promoted

Digital Marketing

AXA Wong

PCCW Solutions

Learning

PCCW Solutions



?

Be a critic!  
Good or bad?



# resume!

name: Anna Yenina

## education/skills:

- experienced graphic-designer
- bachelor in kid's psychology & russian language
- beginner, but sooo talented web-designer

contact me:

anna.yenina@gmail.com

i like to learn some new, to create  
unusual decisions and answers,  
and people with good sense of humor :)

i'm a web-designer in Ukrainian company at present (distance work) & photomanipulator (freelancer), but moved to Atlanta so i want to find a job there (i have a green card, usa driver's license, a husband & 2 kids :). & because i have an irresistible desire to develop & progress my skills without any stops & because i LOVE design. & so i'm looking for a permanent or part-time or freelance job to apply my skills, talent and to be a benefit for any company. money make sense too:))

## my hobby:

photography  
(to shoot some new  
photos and bring back  
to life the old ones)

learning 3D programs  
(my newest hobby)

scrapbooking

yoga

drawing (by hands,  
real paints & wacom)

favorite soft:  
Photoshop - forever!,  
AI, Corel, Xara 3D,  
Page Maker + some extra  
(additional) programs that  
i need for my work  
+ i'm always eager to  
learn some new ones

want to see what i can do?

so, this is web-design -  
[bananas-web.deviantart.com](http://bananas-web.deviantart.com)

here are my works as free-lancer -  
[anna-banana76.deviantart.com](http://anna-banana76.deviantart.com)

& here are my works in printing company -  
[anna-banana.io.com.ua/album11714](http://anna-banana.io.com.ua/album11714)

RADIX

74  
**W**alter White  
*Remember my name*

308 Negra Arroyo Lane, Albuquerque, NM 87111

505-781-1753 505-844-4746  
505-884-3557 505-881-3749  
theonewhoknocks@gmail.com  
*Call me. I'll call you.*

## EDUCATION

1980-1986

→ CALIFORNIA INSTITUTE OF  
TECHNOLOGY  
College of Science,  
Pasadena, CA

## SKILLS

- Advanced in accounting, sales, and product distribution
- Proficient in brewing properties and development
- Strong ability to multitask
- Excellent improvisational skills, especially in high-stress environments

## ACCOMPLISHMENTS

- 1986 NOBEL PRIZE  
In development of direct methods and determination of crystal structures
- GRAY MATTER TECHNOLOGIES  
Co-founder
- 2008 TEACHER OF THE YEAR  
JP Wynne High School

## EXPERIENCE

2010 - PRESENT

**A1A CARWASH**  
**ALBUQUERQUE, NM**  
Co-Owner and Operator

- ◊ Played an active role in drastically increasing sales that included day-to-day operations management and inventory tracking

JANUARY 2010 - MAY 2011

**ALBUQUERQUE INDUSTRIAL LAUNDRY**  
**ALBUQUERQUE, NM**  
Lab Technician

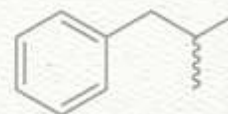
- ◊ Researched, led, and conducted chemical analysis on a wide range of elements, as well as initiating a geographic market strategy for distribution

MARCH 2002 - JANUARY 2009

**JP WYNNE HIGH SCHOOL**  
**ALBUQUERQUE, NM**  
Chemistry Instructor

- ◊ Taught and mentored students on the scientific methods and formulas of basic level chemistry

*"Apply yourself and great things will happen."*



## REFERENCES:

### SAUL GOODMAN

Saul Goodman & Associates  
bettercallsaul@sqa.net  
505-503-4455 (NOT TOLL FREE)

### LYDIA RODARTE-QUAYLE

Madrigal Electromotive GmbH  
lydiarodarte@madrigal.com  
713-215-2142

### TODD ALQUIST

Vamonos Pest Control  
todd@vamonospest.com  
505-778-3446

**RADIX**



# Curriculum Vitae

Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283  
DoB: 27 February 1985  
Gender: Male

Email: coolguy007@hotmail.co.uk  
Nationality: British  
Marital-status: Single

## Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

## Education:

1991 – 1992 Collingham Gardens Nursery  
1992 – 1996 Stamford Primary School  
1996 – 2002 Hall Green Secondary School  
2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A\*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 Birmingham BSc Psychology

## Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

## Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

## Reference:

Mr Evan  
Tesco  
Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.  
Tel: 078 4320 3833  
E-mail: [evan.sanders82@hotmail.com](mailto:evan.sanders82@hotmail.com)

## Craig Kunce

304 Fourth Avenue South, La Crosse, Wisconsin 54602, 608) 555-3480

### OBJECTIVE

A challenging position in the graphic design field that utilizes my experience, education and creativity to help the company grow and succeed.

### SUMMARY OF SKILLS AND QUALIFICATIONS

- Experience designing advertising and marketing materials for a variety of projects including logos, brochures, packaging, advertising, signage and websites
- Excellent ability to communicate and work in a team setting - derived from current freelance projects
- Thorough knowledge and understanding of prepress and the offset printing process
- Experienced illustrator with strong watercolor, oil painting, and colored pencil skills
- Able to work directly with clients to discuss ideas and solutions to their needs

### SOFTWARE KNOWLEDGE

- Photoshop, Illustrator, InDesign, Dreamweaver, Flash, Acrobat, GoLive, Word, PowerPoint, and Excel
- Tech-savvy, comfortable, and up-to-date with current online design and media trends and interfaces

### EDUCATION

Associate of Applied Science, Graphic Design  
Western Technical College, La Crosse, Wisconsin  
Graduated with highest honors. GPA 3.8.

- Hardware experience: Mac and PC computers, flat-bed color scanners, digital photography, B/W and color printers, large format printing, working on servers and networks, prepress and film imaging equipment (Xitron Xenith 4 PDF Workflow Solution), offset printing presses, bindery and finishing machinery, and electronic paper cutters.

### WORK EXPERIENCE

Assistant Manager, Meat Department  
Quillin's, La Crosse, Wisconsin. 2007-present

- Assisted Meat Department Manager with all daily responsibilities
- Inspected and signed for deliveries in manager's absence (5-10 times per week)
- Direct customer service (dealt with approx. 50 customers per day)
- Trained and mentored all new employees (30 to date)

Graphic Designer and Publication Artist  
The Zeal, La Crosse, Wisconsin. 2006-2007

- Designed and produced the monthly school newspaper (20 issues total)
- Consistently met our monthly design and printing deadlines
- Redesigned the logo and format to update the look and follow industry trends

Retail Sales Associate  
Eddie Bauer, Onalaska, Wisconsin. 2004-2005

- Dealt directly with customers, assisting with selections, purchases and returns
- Worked independently and performed opening and closing responsibilities
- Responsible for all money, returns, and sales transactions on the weekends
- 2008 Sales Associate of the Year. Increased my annual sales volume 15%
- Organized loss-prevention efforts throughout the store (saved \$2,000 annually)

### ACHIEVEMENTS

- Vice President, Graphic Design Club, Western Technical College. 2008-2009
- First Place Portfolio Review Poster, Western Technical College. 2009
- Third Place Gutenberg Award, Poster Design. 2009

**Sample Student Resume**  
For College Applications and Teacher Recommendations

Jane Smith  
12 Huttleston Avenue  
Fairhaven, MA 02719  
(508) 979-4120  
123-45-6789  
[jsmith@hotmail.com](mailto:jsmith@hotmail.com)

**Academic Record:**

- Fairhaven High School  
Fairhaven, MA 02719
- Ranked 22 out of 166
- GPA: 3.03 on a 4.0 Scale

**Honors and Distinctions:**

- National Honor Society 11, 12
- John and Abigail Adams MCAS Scholarship
- Wellesley Book Award
- Perfect Attendance 9, 11

**School Activities and Leadership:**

- Umass Dartmouth Leadership Conference 11
- Girl's Tennis Team 9,10,11,12
- Co-Captain 12
- Cross Country Team 11, 12
- Class Treasurer 10, 11, 12
- FHS Drama Club 9, 10, 11, 12
- Yearbook 12

**Community Service:**

- Interact Club 10,11,12
- Peer Pal 10
- CCD teacher for the last 4 years
- Good Shepard's Food Pantry for the past 2 years
- American Cancer Society Relay for Life for the past 5 years. Team Co-Captain last 2 years.

**Employment:**

- Baby sitter 2002-present
- Cashier Wal-Greens Pharmacy 2004-present

**Other Interests/Activities:**

- Travel Mexico and Canada
- Guitar lessons since 1999
- Swimming, playing music, writing, reading, running, vacationing with my family

## DHANASEKAR SHANMUGAM

2200 Waterview Pkwy  
Apt #1627, Richardson  
TX 75080-2231

(408)-916-8771  
dxs074100@utdallas.edu  
www.utdallas.edu/~sekar

**OBJECTIVE:** To obtain an internship/co-op position in the field of Computer Science.

**EDUCATION:** **Master of Science, Computer Science (Networks and Telecommunication)** **August 2010**  
The University of Texas at Dallas, Richardson, TX GPA: 3.44/4.0

**Bachelor of Engineering, Electronics and Communication** **May 2008**  
College of Engineering, Guindy, Anna University, India GPA: 7.0/10

**COMPUTER SKILLS:** Operating Systems: Windows Variants, UNIX, Linux  
Languages: C/C++, C#, Java  
Networking Technologies: TCP/IP, Routing Protocols, 802.11, WAN  
Web / Scripting: HTML, CSS, IIS 7.0  
Databases: SQL, XQuery  
Network Simulator: Glomosim, Packet Tracer 5.0  
Packages: MS Office, Adobe Photoshop

**AREA OF INTERESTS:** Computer Networks, Software development.

**CERTIFICATIONS:**

- Cisco Certified Network Associate
- NIIT Certified C Programmer

**PROFESSIONAL EXPERIENCE:**

**Bharat Petroleum Corporation Ltd, Mumbai, India** Nov 2007- Jan 2008  
Project Trainee (Intern)

- Provisioned and maintained the Intranet Architecture for Information services Dept.
- Developed an Intranet Document Management System using Microsoft Office SharePoint Server for simplifying Housing loan facilities.

**Cisco NetAcademy, Anna University, Chennai, India** Feb 2008- May2008  
Trainee

- Configured Cisco switches and routers.
- Installation of Intra Networks and Troubleshooting Network failures.

**HONORS/AWARDS:**

- Recipient of Bharat Petroleum Scholarship for Master's Program from Bharat Petroleum Corporation Ltd, Mumbai, India.

**RELEVANT COURSES:**

Advanced Computer Networks	Operating Systems and Programming
Database Design	Wireless Communications
Telecommunication Network Management	Programming in Data Structures
Cryptography and Network Security	Design and Analysis of Algorithms



## Jane Doe

320 Jane Doe Avenue #555, Los Angeles, California 55555  
Home: (555)-555-6051 ♦ Cell: (555)-555-5011 ♦ Email: Jane4444@sbcglobal.net

### ACCOMPLISHED, DECICATED MENTOR LIAISON

*Mentoring / Case Management / Client Relations*

**Accomplished Mentor Liaison** who is skilled in all aspects of case management including mentoring, interviewing, evaluation, assessment and individual counseling. Strong experience in working with clients of all ethnic and demographic backgrounds. Known and respected for being a proven leader with excellent communication and interpersonal skills who effectively collaborates and fosters quality relationships with all levels of staff. Keys strengths include:

- ♦ Staff Management & Development
- ♦ Organizational Skills
- ♦ Client Relations
- ♦ Mentoring
- ♦ Case Management
- ♦ Assessment
- ♦ Evaluation
- ♦ Communication Skills

#### PROFESSIONAL EXPERIENCE

##### Liaison - Department of Children and Family Service, Torrance, California, September, 2006 – Present

- Responsible for identifying youth from the Torrance office to participate in the mentoring program.
- Provide orientation and assessment, pre match training, and activities for the Mentee's in the Torrance office.
- Plan and coordinate Mentee/Mentor activities for the youth in the Torrance office.
- Work closely with the LEAP unit (Emancipation) in coordinating events, activities and services associated with the mentoring section. Events included Chivas event (Soccer), Bowling event, Long Beach Aquarium event, Universal Studios, Clippers event, Firefighters Orientation and Mentee/ Resource Family Orientation.
- Coordinate and attend events with Impacting Hearts Youth Club (South Bay) and attend weekly meetings that involve DCFS children with Impacting Hearts.

##### Acting Supervisor - Department of Children and Family Service, Torrance, California, June, 2006 – March, 2007

- Training Supervisor of a family reunification, family maintenance unit.
- Assisted in training new CSW's on policy and procedures of the Department.

##### Star Community Liaison - Department of Children and Family Service, Torrance, California, January, 2006 – May, 2006

- Referred youth from the Torrance office for mental health services.
- Educated therapists of departmental policy and procedures.
- Out Stationed at Star View Community Mental Heath Services (one day a week) for a period of six months.


##### Acting Supervisor – Department of Children and Family Service, Torrance, California, January, 2006 – June, 2006


- Ensured cases received the appropriate services and were transferred in a timely manner.
- Created a tracking system that determined the date cases entered, stayed and was transferred out of the unit in order to maximize time and productivity.


# ANGELA WILKINSON

ADMINISTRATIVE ASSISTANT

 youremail@gmail.com

 895 555 555

 4397 Aaron Smith  
Drive Harrisburg, PA

 linkedin.com/in/yourprofile

## SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

## EDUCATION

### DEGREE NAME / MAJOR

University, Location  
2007 - 2013

### DEGREE NAME / MAJOR

University, Location  
2006 - 2011

### CERTIFICATION #1

University, Location

## AWARDS

### AWARD RECEIVED

organization

## RESUME OBJECTIVE

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

## EXPERIENCE

### ADMINISTRATIVE ASSISTANT

*Redford & Sons, Boston, MA / September 2016 - Present*

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics

### SECRETARY

*Bright Spot LTD, Boston, MA / June 2013 - August 2016*

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

### SECRETARY

*Bright Spot LTD, Boston, MA / June 2013 - August 2016*

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

RADIX

# Meredith Thompson

## Outreach Specialist

**Address** 314 Washington Rd.  
Seattle, WA  
USA

**LinkedIn** [linkedin.com/meredith\\_thomphon1](https://www.linkedin.com/in/meredith_thomphon1)

**Phone** +1-541-754-3010

**E-mail** meredith.thompson@yahoo.com

**Date of birth** 1990-05-23

A motivated outreach specialist with 2 years of professional experience. Successfully planned and carried out outreach campaigns. Increased email response rate from 8 to 20%. Eager to leverage superb communication and organization skills as an outreach specialist.

## Experience

2016-06 - 2018-06

### Stay-at-Home Mother

Spent two years parenting a baby daughter. Now, eager to return to pursuing a full-time career. In that time:

- Networked on social media with other stay-at-home moms and organized a 50+ member Facebook group. The group members swapped baby clothes, and exchanged parenting advice.
- Set up a shop on Etsy offering handmade knitwear, and ran AdWords, Facebook, and Instagram campaigns to advertise it
- Volunteered at local garage sales to prepare posters and maps

2015-01 - 2016-06

### Junior Outreach Specialist

*Best Media, Los Angeles, CA*

- Performed outreach to bloggers, influencers, educational institutions, and local websites with the success rate of about 80%
- Built, maintained, and updated email databases of up to 5K entries each
- Created content for 3 different PR and marketing campaigns
- Continuously researched and tested new PR and link building tactics that increased e-mail response rate from 8 to 20%
- Tracked and analyzed progress and effectiveness of campaigns and reported the results to managers on a weekly basis

## Education

2016-06

### University of California, Los Angeles (UCLA), English Major—Creative Writing Concentration

GPA: 3.5

Relevant coursework:

- Introduction to Creative Writing
- Creative Writing: Short Stories
- Introduction to Visual Culture

## Certificates

2016-02

SEO Training Course by Moz (Udemy)

2015-11

Google Analytics (Certificate of Completion)

## Interests

SEO

AdWords

Knitting

## Skills

Written communication

Excellent

Online research

Excellent

Organizational skills

Excellent

Time-management

Excellent

MS Office

Very good

## Intern resume

### KNOWLEDGE OF

*Conducting research*

*Data mining*

*Operational support*

*Report writing*

*Diary management*

*Multitasking*

*Administrative systems*

*MS Office & other  
specialist office software*

### PERSONAL SKILLS

*Quick learner*

*Analytical*

*Dependable*

*Attention to detail*

*Motivated & enthusiastic*

*Strong work ethic*

*Articulate*

*Smart appearance*

*Taking the initiative*

### PERSONAL DETAILS

*Susan Deacon  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF  
England, UK  
T: 0044 121 638 0026  
M: 0044 121 638 0026  
E: info@dayjob.com*

### CAREER OBJECTIVE

A well presented, good all round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. Susan has a proactive attitude and a strong work ethic, she is sure to be able to make a real contribution to the day-to-day operations of any business. She possesses many transferable skills that can be used in a wide section of settings and industries. She is now looking for a suitable intern position with an organisation that can offer her a uniquely varied and fascinating working environment.

### ACADEMIC QUALIFICATIONS

<b>Coventry North University</b>	<b>2011 - 2012</b>
BA (Hons) Business Studies	Pass
<b>Birmingham South High School</b>	<b>2008 - 2011</b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### SKILLS ACQUIRED WHILST STUDYING

- Accepting feedback & taking constructive criticism well.
- Able to develop and maintain good relationships with work colleagues & supervisors/managers.
- Being a positive role model for younger staff.
- Ability to produce consistently accurate work even whilst under pressure.
- Willingness to learn new things.
- Effective time management skills & able to prioritise tasks in order of importance.
- Giving guidance to junior staff and constructive feedback to superiors.
- Willingness to share skills, knowledge, and expertise.
- Going the extra mile to make a difference, having the drive to lead and succeed.

### KEY COMPETENCIES

- Bringing good ideas to life.
- Clear and informative written and verbal communication skills.
- Ability to work quickly and efficiently with little supervision.
- Being alert to what is going on in an organisation.

### SELECTED ACHIEVEMENTS

Fluent in French & Spanish  
Advanced First Aid Certificate  
NVQ Certificate in Office Administration

### HOBBIES & INTERESTS

A keen fitness fan, Susan is often in the gym or swimming pool in the evenings. She is also a member of a rowing club and has entered a number of rowing competitions. She is also fond of reading fiction and is even considering writing a novel of her own.

### REFERENCES – Available on request.

Sample Resume –INTERNSHIP– BUSINESS MAJOR

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**Caryn E. Johnson**

1134 N. 13<sup>th</sup> St.  
Milwaukee, WI 53442  
(414) 289-4857 (School)

3295 N. Harvey Street  
West Allen, CT 43958  
(898) 985-6857 (Home)

**OBJECTIVE** Seeking a summer internship in the marketing field.

**EDUCATION** MARQUETTE UNIVERSITY, Milwaukee, WI  
**Bachelor of Science Degree in Business Administration**  
Specialization: **Marketing**  
Graduation Date: May, 20xx G.P.A. 3.0/4.0

Related Courses  
Marketing Research Promotional Strategy  
Consumer Behavior Sales Management

Class Project  
Prepared promotional materials for one university department.  
Included designing logo, brochure, database for mailing and follow-up survey.

Computer Skills  
Macintosh and IBM operating systems plus Windows,  
Microsoft Office

**EXPERIENCE**

Summer 20xx J.C. PENNY CO., Milwaukee, WI  
**Customer Service Representative**

- Processed customers returns and exchanges
- Handled telephone inquiries and complaints. Due to excellent phone skills with customers, promoted to handle customer complaints in house.

Part-time  
Summers  
xx-present CENTURY INN RESTAURANT, Milwaukee, WI  
**Waiter**  
**Assistant Manager**

- Promoted to Assistant Manager after six months
- Trained new waitresses and busboys
- Acted as cocktail hostess when needed
- Ran tapes and tallies when manager not there

**AWARDS/  
ACTIVITIES**

- Business Marketing Association, Treas.
- Hall Council Floor Representative
- Volunteer Coordinator – Special Olympics
- Marquette Scholarship (3 years)

**References Available Upon Request.**



**DAVID CHAN**

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Phone: XXXX XXXX  
Email: davidchan@gmail.com

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**CAREER OBJECTIVE**

Seeking a challenging career with a progressive organisation that provides an opportunity to capitalise my technical skills and abilities in the field of information technology.

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**TECHNICAL SKILLS**

- Hardware troubleshooting
  - Network troubleshooting
  - Programming (Java, C++, Visual Basic, Android Programming Language)
  - Microsoft Office (MS Word, Excel, Powerpoint, etc)
  - Adobe Creative Suite (Photoshop, InDesign, After Effects, Dreamweaver)
- 

**PERSONAL SKILLS**

- Excellent written and verbal communication skills
  - Highly organised and efficient
  - Ability to work independently or as part of a team
  - Proven leadership skills and ability to motivate
- 

**EDUCATION**

**Bachelor of Science in Communications Technology (2012 – 2016)**  
ABC University

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**ACHIEVEMENTS/RESPONSIBILITIES**

- President, Association of Computer Students (2013 - 2014)
  - Lay-out Artist, The Guardian Student Magazine (2013 - 2015)
  - Vice-Governor, College of Engineering and Industrial Technology (2013 - 2014)
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**PRE-PROFESSIONAL EXPERIENCE**

**Technical Support Intern - IT Department**

ABC Business Services Inc. (June 2015 – Feb 2016)

*Provided Level 1 support, handled troubleshooting and maintenance as well as monitoring and deployment of IT*

Now, get a  
start on  
your own  
CV

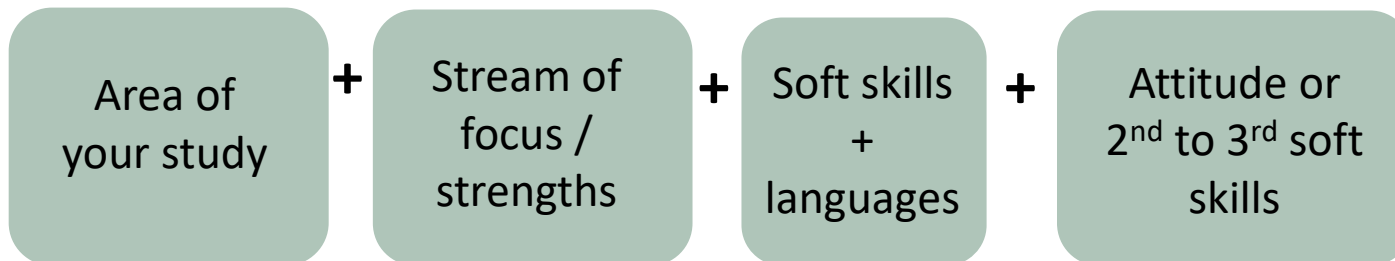
Use **4-5 minutes** to work on these 3  
guiding questions for ***Personal  
Statement***:

1. Why are you the best fit to this internship position? **(skills, attributes, character)**
2. What do you want to achieve and how is it relevant to the internship position?  
**(aspiration, goals, job-fit and development areas)**
3. How will you contribute to the Community Partner you are applying for? **(goals, will)**

Now, get a  
start on your  
own CV

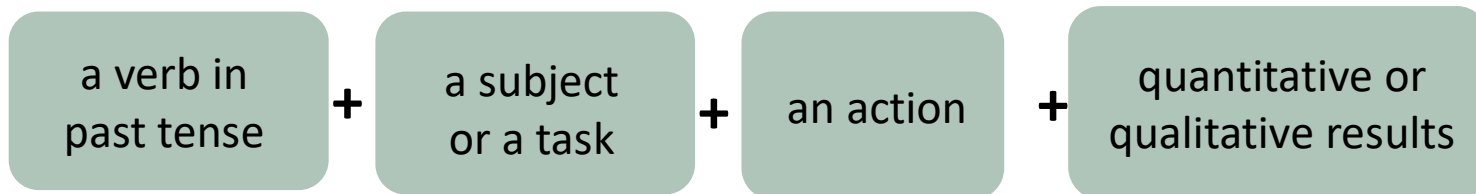
## Write a **Career Objective** Statement:

A committed Engineering Postgraduate equipped with Scrum knowledge and complex problem solving skills. Good communication skills including English, Mandarin and Cantonese proficiency. Modest and willing to learn. Professional interests include Project Management, Customer Services and Resourcing



Now, get a  
start on your  
own CV

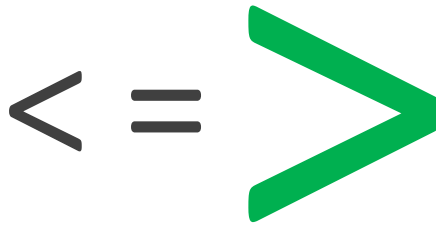
Work on your  
***Achievement Statements***  
*(results demonstrating  
through your job duties)*



E.g.

- Led a team of five to test run a client database within two weeks that resulted in good marketing adaptation
- Successfully ran creative programs for children aged 4-6 and taught them expressiveness through painting and storytelling

Keep other parts of your  
resume clean





?

What is ATS?

# Don't

- make it too fancy for traditional jobs – e.g. put your picture, use artistic font styles, make unnecessary embroidery or colors, unique stationary
- cluster too much info on each page
- make your resume content imbalanced
- fake information that never exist
- copy from others
- make spelling mistakes
- write poor English/Chinese
- make run-on sentences
- use 'I' language
- use too many different fonts
- use nicknames or weird combo in your email address
- put sensitive info on your social media



# Do

- Spend time constructing each item especially your Personal Statement and each Achievement Statements
- Spelling and grammar checks
- Use past tense for past events
- Devise a core version and adjust for each job application
- Always keep your resume concise and precise – 1-2 page maximum
- Think of how you being in the role made the difference
- Include your contact information – mobile number, email address, whatsapp/wechat, skype, linkedin
- Include references if available and confirm with your reference contacts ahead of time
- Ensure each content area is proportional – e.g. more on latest job experience, less on previous
- Be authentic and original



Bottomline, be the  
best of yourself and  
show it to others in  
as easiest  
understandable way

Need help?

**9278 1184**  
**connie@radixasia.com**

