*Sample Resume*

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

**Gender**: Female

**Date of Birth:** 30 JUNE 1988

**Place of Birth**: BEIJING

**Home Address**: Room 505, Bai wang Apartment A, 5268 Sha he West Road, Nan shan District, Shenzhen City, Guangdong Province

**Business Address:** Room 1201, Ali Center Building, Nanshan District, Shenzhen City, Guangdong Province

**Work Phone:** (0571)88011991

**Mobile Phone:** +8610000000000

**E-mail:** 289953084@qq.com

**Details of Education** –please list all degrees attained, beginning with the most recent

2004-2007 China Defense Science and Technology College

Computer Application and Maintenance

College Degree

**Work Experience** –please list all work experience among 5 years

Mar.2008- Feb.2013 51job Beijing Key Account Sales

Mar.2013-Dec.2016 Ren rui HR Shenzhen Key Account Sales Director

Dec.2016 – today Best sign Shenzhen Key Account Sales Manager

**Awards and Group Memberships** –if any

**Publications** –please list all publications, if any

**Travel History** –please list all countries you have visited

Malaysia (Oct.2017)

Singapore (Jan.2018)

Thailand (Apr.2018)

Philippines (Feb.2019)

**Travelling With** –please include names of everyone you plan to travel with to the Australia

Name: ZHU CHAO .He's my husband, he already has an Australian visa, honeymoon in Australia

*Sample Resume*

**Name** (in pinyin and Chinese)**（姓名用拼音和中文填写）:**

**Gender（性别）**:

**Date of Birth（出生日期）:**

**Place of Birth（出生地）**:

**Home Address（家庭住址）**:

**Business Address（业务地址）:**

**Home Phone（家庭电话）:**

**Work Phone（工作电话）:**

**Mobile Phone（手机号码）:**

**E-mail（电子邮箱）:**

**Details of Education （教育信息）**–please list all degrees attained, beginning with the most recent（教育——请列出所有的学位,从最近的开始月,年,月,年大学名称学位和专业论文主题/研究(硕士和博士学位)）

**Work Experience（工作经历）** –please list all work experience（请列出5年内的工作经验,年,月,年的雇主位置地位或头衔职责）

**Awards and Group Memberships** –if any（此项填写之前研究成果、获奖经历。如曾经获得的奖项中有您的参与的，需要写清楚获奖人都有谁，您与他们是什么关系）

**Publications** –please list all publications, if any（如果任何出版物,请列出所有出版物）

**Travel History （旅行史）– please list all countries you have visited**（如果任何旅行史,请列出你去过所有国家的例子:美国(2002,2002)、加拿大(2008、2009)

**Travelling With （同行人）**–please include names of everyone you plan to travel with to the Australia.（请写出同行人姓名）

※您从事如IT、生物、化学、无线电、航空航天、军事（部队）、武器研发、原子能、核能、船舶重工等以及高科技行业，请务必准备一份英文简历。

※我们建议您尽量详细描述相关情况，特别是工作与教育经历