**Curriculum Vitae**

**Personal Information**

Name:

Gender:

Date of Birth:

Nationality:

Passport Number:

Telephone Number:

E-mail Address:

Physical Address:

**Educational Background**

**●** From to  **(University Name)**

**(Major) （Diploma/Degree）**

**●** From to **(University Name)**

**(Major) （Diploma/Degree）**

**Language Proficiency**

● **English**

**-** (Certificates obtained, scores)

● **Chinese**

**-** (Certificates obtained, scores)

**Scholarships & Honors**

Year (Prize name, ranking)

Year (Prize name, ranking)

Year (Prize name, ranking)

**Intern or Work Experience (If appropriate)**

From to  **(Company Name)**

Responsibility (describe in one-three sentences)

Achievements (describe in one-three sentences)

From to  **(Company Name)**

Responsibility (describe in one-three sentences)

Achievements (describe in one-three sentences)

**Social Activities**

From to **(Organization or Department Name)**

Responsibility (describe in one-three sentences)

Achievements (describe in one-three sentences)

**Personality**

(Describe your personality in three to five sentences)