

Curriculum Vitae (Example)

Personal Details: (Email, Phone Number, etc.)

PHOTO

(Personal Statement/Objective) Eg. A graduate in Chinese Studies and Business Studies, I am a highly organised and motivated individual with a wide range of international education, project management and sales and marketing experience, garnered across roles in advertising, client service management and international education marketing.

EDUCATION

2000 to 2004 - The University of

BA Chinese and Business Studies (including a year abroad). The year is spent studying Chinese language at the University of Chongqing, which is one of the top Universities in China.

1993 to 1999 - Anonymous School, London, UK

A levels: Business Studies (B), English Literature (C), Information Technology (B), and General Studies (C) 11 GCSEs: grades A* to C, including Mathematics and English.

EXPERIENCE

Company Name

Job Title (Eg. Intern)

Time (eg. June 2010 – August 2010)

- Details of what you have done in this job/internship
- Details of what you have done in this job/internship
- Details of what you have done in this job/internship

Company Name

Job Title (Eg. Summer job)

Time (eg. May 2006 – September 2006)

- Details of what you have done in this job/internship
- Details of what you have done in this job/internship

ADDITIONAL INFORMATION

- Further details such as additional qualifications, driver’s license, hobbies etc.
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