

# Resume Guide for China

## Content

- Use relevant and meaningful section headers
- Remove information not relevant to your objective

## Design & Format

Ensure the readability of your resume:

- Add a blank line between sections, jobs, and education institutions
- Equal margins on all 4 sides of the page (0.5”-1”)
- Consider using lines to distinguish sections
- Align all information on the page
- Maximum of 1 font types
  - Standardized fonts are best (宋体、微软雅黑 etc.)
- Do not use shading
- Make sure to use A4 as the paper size for Chinese resumes
- 1 page resume is the most common format

## Organization

Organize your resume with clear and distinctive sections, the order of the 2<sup>nd</sup> and 3<sup>rd</sup> section can be switched if your work experience is very significant:

1. Personal Information
2. Education
3. Work Experience
4. Extracurricular Involvement
5. Honors & Awards (Optional)
6. Interest & Skills

## Personal Information

1. Name
2. Contact Information
  - a) Include phone number/email address that can reach you directly
3. Date of Birth
4. Professional Headshot
  - a) Use a professional headshot on your resume. Consider going to a professional
5. Political Status
  - a) Required for state-owned firms, optional for foreign companies

## Education

The education information should appear in reverse chronological order (present to past). High

school information should not be included.

Include:

1. Date
2. Institution and Location
  - a) Be sure to check the official translation of the institution's name before putting it on your resume
3. Degree
4. GPA
  - a) Indicate your GPA as shown on the transcript
5. Any additional information related to your academic career (Honors Program, scholarship etc.)

### **Work Experience / Community Involvement**

Include your previous internships and full-time positions in the work experience section. Student organizations and volunteering experience will be listed under the community involvement section. If space is limited, only list the activities with leadership positions. Both of these sections follow very similar format.

Include:

1. Dates of employment
2. Organization name and Location
3. Position Title
4. Job functions
  - a) Writing should be crisp, concise, and compelling
  - b) Short paragraphs - no more than 3 lines
  - c) Short bullets - no more than 2 lines for each bullet
  - d) Short lists of bullets - no more than 6 bullets for each job
  - e) If there are multiple projects within a long tenured job, use subheadings to categorize functions
  - f) Use quantitative numbers to describe specific duties
  - g) Utilize STAR (situation, task, action, result) technique

### **Honors & Awards (Optional)**

You can include any awards, achievements, or academic distinctions in this section. All the information in this section can also be included as part of the education or community involvement section.

Include:

1. Name of the Award
2. Date
3. Short description of the award
  - a) Use quantitative numbers to describe the importance of the award

### **Interest & Skills**

Include:

1. Foreign Languages
  - a) Only list the languages that you will be comfortable speaking in a professional setting
  - b) Indicate the level of proficiency on your resume (native / work proficient / basic)
2. Previous Certifications (CFA, CPA etc.)
3. Computer Software
  - a) Include coding skills (C++, R, Python etc.) in this section if applicable
  - b) It is optional to list basic computer software such as Microsoft word, excel, and PPT
4. Hobbies (Optional)
  - a) Hobbies are optional to list on your resume. It is a good way to potentially create connections with the recruiter and have something interesting that may stand out from other applicants