[Last Name, First Name/姓名]

|  |  |
| --- | --- |
| [Telephone/电话号码]**[Email Address/Email地址]**[Street Address/住址] |  |

|  |  |
| --- | --- |
| Highlights个人亮点 | * [Professional Skill 1]
* [Professional Skill 2]
* [Professional Skill 3]
 |
| Work Experience工作经验 | [Dates from] – [To][Job Title], [Company Name], [City, ST]* [job duties 1]
* [job duties 2]
* [job duties 3]

[Dates from] – [To][Job Title], [Company Name], [City, ST]* [job duties 1]
* [job duties 2]
* [job duties 3]

[Dates from] – [To][Job Title], [Company Name], [City, ST]* [job duties 1]
* [job duties 2]
* [job duties 3]
 |
| Education教育经历 | [Degree][School Name][Location]**[Date]**  |
| Language Test Results雅思成绩 | L：R：W：S： |