

Hong Kong Resume Instructions and Template

Students participating in the Hong Kong Internship Program are encouraged to use the following key points and resume template that are specific to Hong Kong resume writing.

- Times New Roman, 12 point font, and normal sized margins are the standard.
- If your resume does not fit on one page, that is fine. However, most resumes in Hong Kong do not exceed two pages.
- Make sure you are specific and provide examples of your previous job or internship roles. In other words, in addition to listing your job title, provide examples of the responsibilities and tasks you were assigned.
- Quantify your achievements by supporting numbers and percentages. For example, “Organized a photo contest with 3000 applicants” or “Improved data input efficiency by 50% through developing a computer program for invoice management.”
- Consider removing any irrelevant past experience if it does not apply to the internship you are applying for. However, if this makes your resume too sparse, please do not remove.
- Action words are encouraged (e.g. promoted, created, liaised, designed, coordinated, arranged, sold, established, handled, formulated, developed, etc.)
- Make your soft skills known. If you lack pertinent work experience, that’s OK. Instead, describe your educational experiences such as class projects and extra-curricular activities. Incorporate the skills that would be valuable to employers (e.g. research ability, customer relations, the ability to work independently, as a part of a team, intercultural communication skills, etc.)
- Lastly, highlight technical skills, language skills, awards, achievements received, and interests. It shows that you are a well-rounded student and that is valuable to employers.

Please note: This document is a resource to guide students on common resume practices in specific country and cultural contexts, which may differ from those of the United States. The information that students submit on their resume is not used as a basis for acceptance into the Global Internships program. Students are not required to include all items included on this template and can use their discretion in following these guidelines. However, please keep in mind that not adapting your resume to the template may impact the local organizations ability to properly evaluate your resume.

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EDUCATION**University of XYZ – Walter A. Haas School of Business****XYZ, CA***B.S., Business Administration - Finance Concentration*

Expected, May 2013

- **Major GPA:** 3.83 **GPA:** 3.74
- **Coursework Completed:** Financial Accounting, Decision Modeling/Linear Programming, Micro-economics, Business Communication
- **Courses in Progress:** Corporate Finance, Intermediate Accounting, Managerial Accounting
- **Activities:** Completed Corporate Valuation, Financial Modeling, and Merger/Leveraged Buyout Analysis workshops by *Training the Street*, Ernst & Young Case Competition Semi-Finalist

De Anza College**Cupertino, CA***A.A., Liberal Arts – Business Emphasis*

June 2011

- **Major GPA:** 4.0 **GPA:** 3.9
- **Honors:** Honors Scholar, Dean's List, Phi Theta Kappa Honors Society
- **Relevant Coursework:** Financial and Managerial Accounting, Economics, Business, Statistics and Microsoft Excel

WORK EXPERIENCE**NASA Ames Research Center****Moffett Field, CA***Contracting Specialist Intern, Acquisitions Division*

April 2010 – March 2011

- Acquired equipment and services for NASA, which allowed for continued experiments in over 15 divisions (e.g. purchase of Paraffin Fuel Cells and USDA wildlife services).
- Learned and kept up to date with the Federal Acquisition Regulation (FAR).
- Created and managed over 40 contracts with private companies - values ranged from \$3,000.00 to \$300,000.00.
- Developed partnerships with other government agencies including the USDA and USAF.
- Conducted market research using various government databases including CCR, ORCA, and ICD to find potential suppliers.
- Completed two acquisitions courses and attended procurement seminars and conferences.

Fry's Electronics**Sunnyvale, CA***Sales Associate, Telecom Department*

August 2009 – March 2010

- Top salesman in department for multiple weeks. Earned the store over \$1,700.00 in gross profit weekly.
- Received multiple customer commendations for superior customer service. Served over 50 customers per day.
- Educated customers about products which enabled them to make informed purchasing decisions.
- Trained and mentored 3 new employees on sales techniques and how to approach customers.

EXTRA-CURRICULAR ACTIVITIES

Ascend Accounting and Finance Organization**Berkeley, CA***Finance Committee, UC Berkeley Chapter*

September 2011 – Present

- Organized finance workshop for over 60 members to educate them on corporate finance, investment banking, and private equity.
- Organized and Coordinated one-week fundraiser yielding over \$800.00 in profits.

Phi Theta Kappa International Honors Society**Cupertino, CA***Chapter President and District Vice President, NV/CA Region*

November 2009 – June 2011

- Presented leadership workshops and led seminar discussions with over 25 participants in each.
- Organized 2 regional conferences with over 160 members from 23 chapters attending per conference.
- Led chapter of over 200 members and the Nevada-California region of over 9,000 members in community service.

De Anza Associated Student Government**Cupertino, CA***Senator, Finance Committee*

June 2010 – March 2011

- Represented over 20,000 students in the student government.
- Managed the \$1,000,000 budget and allocated it to various student organizations and programs including the Honors Program, Tutorial Center, and Inter Club Council.

OTHER SKILLS

Languages: Native Mandarin, Native English, Elementary German**Computer Skills:** SPSS, Photoshop, Microsoft Office (Excel, Word, PowerPoint, Outlook)**Interests:** Astronomy, Shakespeare, Bowling, Billiards, Golfing, Chess