<u>**RESUME (sample)**</u>

Name in English (Surname, Given Names) (include ALL aliases and names in local language as well as English)
Gender:
Date of Birth, Place of Birth
Home Address and Country:
Phone Numbers - Provide ALL current phone numbers, including primary, secondary, work, home, and mobile numbers.
E-mail - Provide all current email addresses, including primary, secondary, work, personal, and educational addresses.

<u>**Education**</u> – please list ALL degrees attained or schools attended (since high school), including certificate programs, beginning with the most recent. If you only attended high school, list your high school. Include descriptions and/or topics of academic seminar courses.
- School/educational institution name:
- Dates of attendance (mm-dd-yyyy): XX-XX-XXXX ~ XX-XX-XXXX
- School address:
- Telephone number:
- School/company website/URL: www.
- Degree: e.g. Bachelors of Science, Bachelor of Arts, PhD in Law, etc.
- Major (including specialty, if applicable): e.g. Engineering (mechanical), Literature, Mathematics, Physics (applied) etc.
- Year degree received: Month, Year
- Thesis topic/research focus (for Masters and PhD degrees): include 2-3 sentences describing your research topic(s). Consider giving us a list of courses completed and/or transcripts as background material, in original language and English translation. Include description of seminars.

<u>**Employment History**</u> – please list ALL work experience. For any gaps or breaks of employment, please explain what you were doing. Provide the following information on ALL employers.
- Employer name:
- Dates of employment (mm-dd-yyyy): XX-XX-XXXX ~ XX-XX-XXXX
- Company address:
- Telephone number:
- School/company website/URL: www.
- Job title: (e.g. Manager, Staff Engineer, Teacher, Intern, etc.)
- Job description: XXXXXXXXX; e.g. at least 2-3 very detailed sentences. For each job or position, include 2-3 sentences giving a detailed, thorough job description, listing types of customers or projects if applicable. HINT: include your industry/project's keywords as well as a description that is easy to understand, as if explaining to people without specialized knowledge.

<u>**Awards and Group Memberships**</u> – if any
<u>**Publications**</u> – please list all academic and/or professional publications, if any
<u>**Conferences**</u>– please list all previous presentations at academic and/or professional conferences, if any
<u>**Travel history**</u> – please list all countries visited within the past five years*; Example: Korea (2014); U.S.*（*2015*）；*Malaysia (2016)*