

Use your name as the heading in bold. There is no need to write *Curriculum Vitae* or *Resume* heading

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Make sure you give a UK address where you can be contacted easily. You do not need to give your home country address.

Careers summary

- Masters in Engineering with specialisation in Global manufacturing
- 2 years' experience of managing engineering projects in China
- Excellent communication skills and fluent in English, Mandarin and Cantonese

Summarise - list key modules relevant to the job.

Education

2017-2018 MSc Engineering Management, Brunel University, London
Key modules: Manufacturing Systems and Economics, Global Manufacturing, Sustainable Design and Manufacture, Project Management

Dissertation: involved analysing the environmental impact and cost effectiveness of the integration of renewable energy sources in the Guang Dong Electrical Company.
Developed research, report writing and analytical skills

Employers are looking for the skills you have gained through project work/ dissertations as well as academic knowledge.

Reverse chronological order in all sections with dates

2013-2017 BSc (Hons) Electrical Engineering, Guangzhou University, China

Result: 1st - Equivalent to UK BSc Honours degree
Dissertation: Based on an industrial project, evaluated the cost-effectiveness of new computerised processes introduced to the Guang Dong Electrical Company
Developed excellent research, written communication and analytical skills

2010-2013 National University Entrance Examination, First High School Guangzhou, China
Equivalent to UK A-level standard

Include the UK equivalent for qualifications. Ask a Careers Consultant for help or look on Naric.org.uk for information on UK comparisons

Relevant Work Experience

2016-2017 Industrial Placement. Guang Dong Electrical company

- Participated in work teams involved with the analysis of existing systems and cost assessment of new computerised systems
- Responsible for project management of certain elements of the implementation project and for writing reports about the outcomes
- Developed teamwork, report writing, scheduling and project management

Highlight examples of the skills you have. Try to match the skills the employer wants to those you have gained in employment

Part-time Work

Taught Mathematics to high school pupil (private lessons)
Developed patience, good communication and listening skills

Own business: Bought and sold DVDs, books and cosmetics from wholesaler and sold to students on campus

Developed good commercial awareness and communication skills as the work involved sourcing products to sell, negotiating with suppliers on price and then persuading students to buy

It is useful to separate part-time or vacation work into a different section, but ensure you draw attention to the skills

Voluntary

2013-2016 Student leader (elected by student vote) of the Student Union for the Electrical Engineering School in Guang Dong

- Liaised with staff by sitting on staff-student committees
- Part of team organising sports events on campus
- Acted as chairman in charge of organising a student singing competition involving 3000 students with various elimination rounds lasting over three weeks. Organised judges, venues etc
- This experience helped further develop my organisational, influencing and persuading skills

Voluntary work is just as important as any other work to illustrate the skills you have developed. Try to find voluntary work opportunities as early as you can after arriving in the UK.

2013-2016 Community volunteering in rural population (summer)

- Participated in University research programme in the rural farming communities
- Assisted with research activities undertaken by the professor and the visiting research team
- Gained a good insight into the lives of the rural peasant farmers and the difficulties they encounter

Additional Skills

Adaptability

- Demonstrated adaptability to different cultures and living environments by fully integrating into university life at Brunel.
- Play table tennis for the University and am a student ambassador assisting at various University open days and other functions. Also work as a volunteer for the local residential care home.

List skills as part of skills profile. Choose skills required by the employer and relevant for the particular job. This list can appear at the top or near the end of a CV

Provide evidence for skills gained

Teamwork

- Worked successfully and participated in a variety of team settings.
- At Guang Dong Electrical, my role in my own team was that of co-ordinator and I introduced a blog so that we could all be involved at every stage of the development of the project.
- Part of the Student Union team at University

Commercial Awareness

- Running my own business on campus in China has ensured a good understanding of profit and loss, costings and negotiation with suppliers.

Technical Knowledge

- Extensive knowledge of a number of IT operating systems through work experience and was able to suggest innovations to the IT systems in use.
- Enjoy programming and gained experience in several packages including Unix, SQL and Microsoft Office.

Languages Fluent English, Mandarin and Cantonese.

Awards

2014 awarded top student award for Electrical Engineering at Guangzhou University

Interests and Activities

Sport - Part of the University table tennis team competing in national events

Singing - Enjoy participating in singing events on campus

Cultural - Member of the Great Wall Society at Brunel

Do not include testimonials or written references unless requested.