

[Your Name]

[Mobile number] / [Home Number]

[email]

[Living Location, e.g. Tai Po]

OBJECTIVE In this section, you may state some personal highlights to let your potential employer to have an overview of your past experience(s) / accomplishment(s). To show your characteristic may contribute to the future job.

EDUCATION

[PERIOD FROM ~ PERIOD TO]

[NAME OF UNIVERSITY]

[NAME OF EDUCATION]

You may list out your GPA score and attained subjects.

[PERIOD FROM ~ PERIOD TO]

[NAME OF UNIVERSITY]

[NAME OF EDUCATION]

You may list out your GPA score and attained subjects.

WORK HISTORY

[PERIOD FROM ~ PERIOD TO]

[COMPANY NAME]

[JOB TITLE]

[JOB DUTIES]

-

[PERIOD FROM ~ PERIOD TO]

[COMPANY NAME]

[JOB TITLE]

[JOB DUTIES]

-

[PERIOD FROM ~ PERIOD TO]

[COMPANY NAME]

[JOB TITLE]

[JOB DUTIES]

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SKILLS

Languages

Chinese (Fluent)

English (Excellent)

Computer Skills Java, JavaScript, C#, Visual Basic, SQL, Microsoft
Office,
Microsoft windows

REFERENCES [Reference Name]
[Title, Company]
[Contact information]