

Sample Résumé 1

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OBJECTIVE

To acquire a position of Marketing Executive in which the academic background and marketing skills can be applied and further developed. (*Reference no.123*)

EDUCATION

August 2015 – Present

University of Macau

Bachelor of Business Administration in Marketing, anticipated May 2019

Minor in Communication, Cumulative GPA: 3.22/4.00

Dean's List for 6 semesters

January – May 2017

Boston College, the United States

Exchange Student in Business Administration, Marketing

August 2009 – June 2015

XYZ Middle School

Form 6 Science Graduate

Use bold and italics to highlight job titles and employers.

WORK AND INTERNSHIP EXPERIENCE

June – August 2017

Marketing Intern, the Venetian Macao

- Assisted in developing summer sale strategic plan through market research to boost up 10% of sales revenue;
- Explored potential customers through preparation of online promotion and distribution of marketing materials;
- Provided with administrative support including drafting marketing proposals, meeting agendas and minutes.

Support with figures

State each statement with action verbs. Use past tense if the work was complete, and present tense if the work is ongoing

June – December 2015

Office Assistant, Bank of China (Macao Branch)

- Performed clerical duties including mail delivery, handling phone calls, and client reception;
- Managed financial data and accounts payable.

Use bullet points to list out key tasks

September 2014 – June 2015

Student Trainee, Campus Training Program, Student Affairs Office of University of Macau

- Assisted in the creation of banners, posters and souvenirs to promote activities to students;
- Provided with administrative and equipment support when organising seminars and workshops.

Capitalize the first letter of every word of positions, programs, departments and companies

VOLUNTEER WORK

June – August 2016

Volunteer Teacher, Service Learning Trip in Xi'an Rural Area

- Taught children between the ages of ten to twelve Mathematics and English.

January 2014 – March 2015

Volunteer Reporter, Caritas Macao

- Reported and released news via the organization website.

EXTRACURRICULAR ACTIVITIES

2017

Chairman of UM Choir, Students' Union of University of Macau

2016

Vice President of Marketing Society, Students' Union of University of Macau

2015

Macao Red Cross Cadet

HONOURS/AWARDS

2015

Best Photo, Macao Photography Association

2014

Principals' Recommended Admission Scholarship, University of Macau

2014

Best Football Player, XYZ Middle School

SKILLS

Language

Fluent in English, Cantonese and Mandarin

Basic in Portuguese

Computer

Microsoft Office, Photoshop, Illustrator, and SPSS