**Sample Résumé 1**

**Michael Fong Tai Man**

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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**

Pay attention to alignment

|  |  |
| --- | --- |
| August 2015 – Present | **University of Macau**  **Bachelor of Business Administration** in Marketing, anticipated May 2019  Minor in Communication, Cumulative GPA: 3.22/4.00  Use bold and italics to highlight job titles and employers.  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 |

Support with figures

**Work and Internship Experience**

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| --- | --- |
| June – August 2017  State each statement with action verbs. Use past tense if the work was complete, and present tense if the work is ongoing | ***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. |
| June – December 2015  Use bullet points to list out key tasks | ***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. |
| September 2014 – June 2015  Capitalize the first letter of every word of positions, programs, departments and companies | ***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. |

**Volunteer Work**

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| --- | --- |
| 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**

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| --- | --- |
| 2017 | Chairman of UM Choir, Students’ Union of University of Macau |
| 2016 | Vice President of Marketing Society, Students’ Union of University of Macau |
| 2015 | Macau Red Cross Cadet |

**Honours/Awards**

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| 2015 | Best Photo, Macao Photography Association |
| 2014 | Principals’ Recommended Admission Scholarship, University of Macau |
| 2014 | Best Football Player, XYZ Middle School |

**Skills**

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| --- | --- |
| Language | Fluent in English, Cantonese and Mandarin  Basic in Portuguese |
| Computer | Microsoft Office, Photoshop, Illustrator, and SPSS |