

[Your full legal name here]

✉ [Your email here]

ABOUT

This section is simply just a quick and concise section summarizing **you as a person**. When writing your about section, **consider the following** content to help guide you:

- **Current** education level
- **Your skills**
- How you **demonstrated** your skills
 - Eg: Work experience, School volunteer work, etc
- Your **motivation** for applying for an internship
 - Consider the following:
 - **When** you started being interested in the field you are applying for
 - **Why** you are interested in the field you are applying for

STRENGTHS

This section is a quick bullet point outline for **your personal strengths**. For example:

- **Leadership**
- **Self-motivated**
- **Honesty**
- **Strong work ethic**
- **Creative**
- **Dedicated**
- **Open Minded**

etc

We recommend you only list down **3 strengths** that correlate to you as a person. For more examples of strengths, refer to [this list of strengths](#)

SKILLS

This section is another quick list of **technical skills** you possess that your employer might find useful. We recommend you use **subheadings for each group of technical skills**.

For example, if you have skills in hardware and software engineering, you might want to separate them into two different subheadings, and then list out the skills you have in each category.

EDUCATION

This section of your Curriculum Vitae/Resume is reserved for your **education record**. **This record should ONLY start from when you were in Year 10**. You will need to fill in the **year when you started and when you ended your education**, along with details such as **location and type of educational programme**.

For example:

2021 - 2023

Hong Kong, SAR

IGCSE, Graduated with A* in all subjects

IGCSE College A

A* in Additional Mathematics CIE, Extended Mathematics CIE, Physics CIE, Engineering AQA.

Note: If you have enrolled in multiple different schools, you will need to list out all if the different schools you went to, along with the level of education you achieved before and after leaving the school.

EXPERIENCE

This is the section of the CV/Resume where you list down all your **previous work experiences** which you have done before. If you do not have any previous work experiences to talk about, you may also choose to list down some **volunteer work** which you participated in.

When listing down experiences, you must have the **following details** about your experience:

- **Quick title to describe what the experience was**
- **Location of the experience**
- **Start date and end date (if the experience is still ongoing then state the start date and "ongoing" instead)**
- **Bullet points to highlight details of the experience, for example:**
 - **Skills used/required for the experience**
 - **Goal of the experience**
 - **What was your job when doing the experience**

Below is an example of how you can present this information:

09/2022 - 2/2023

Hong Kong, SAR

Research Intern

Researching AI and medical advancements in University B

- Research and development of a brand new medical treatment for illness A
- Developed a machine learning algorithm to process data from clinical trials to generate a potential cure
- Developed custom hardware system using Li-DAR, IMU, cameras and other sensor units.

EXTRA-CURRICULAR ACTIVITIES

This is the final section of the CV/Resume, where you list out **any extra-curricular activities** that your employer might benefit from knowing. When thinking about what to put on your extra-curricular activities list, you may **consider the following**:

- **Competition participation**
- **Any clubs/classes you have hosted**
- **Any startups you might have initiated or created**

etc

Much like your experience section, each extra-curricular activity must have the **following information**:

- **Quick title to describe what the extra-curricular was, and your role in the activity**
- **Location of the experience**
- **Start date and end date (if the experience is still ongoing then state the start date and "ongoing or present" instead)**
- **Bullet points to highlight details of the experience, for example:**
 - **Skills used/required for the extra-curricular activity**
 - **The goal of the extra-curricular activity**
 - **What was your role when doing the extra-curricular**
 - **Any additional information that you find important to understand the extra-curricular**

Below is an example of how you can display this information:

Founder - Web Development Class for Lower Secondary Students

Present Hong Kong

- Hosting in-person Web Development classes in Hong Kong targeted towards ages 11-14 to help develop students' interests in web development.
- Leader of a group of 3 members to teach web development
- Over 30 students from a multitude of both public and private schools are currently enrolled in our classes
- Classes are hosted in both English and Cantonese