

# English Resume Structure

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## **Name**

Phone Number

Email Address

Address

## **SUMMARY OF SKILLS**

*List your skills or qualifications*

Examples:

- Well organized
- Punctual
- Works well with others

## **EDUCATION**

Date                      **School Name**(Location)  
Name of Degree/Diploma/Certificate

## **WORK EXPERIENCE**

Date                      **Employer** (Location)  
Job Title

- Describe your responsibilities and duties for this job.

## **VOLUNTEER EXPERIENCE**

Date                      **Volunteer Organization** (Location)  
Job Title

- Describe your responsibilities and duties for this position.

## **REFERENCES**

**Name of reference**

Job Title

Name of Company/Organization

Contact Information: email; phone number

*(Or...you can simply write: "Supplied upon request")*

# English Resume: An Example

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## **Batman**

09-12345678

batsarecool@bats.com

1234 Bat St, Gotham City, USA, 123ABC

## **SUMMARY OF SKILLS**

- Well organized
- Excellent fighting skills
- Good problem solver
- Outgoing and friendly
- Exceptional computer skills
- Fluent in both English and bat languages

## **EDUCATION**

- 2000-2004      **Bat University** (London, England)  
Bat Identification Degree
- 1998-2000      **Bat Martial Arts College** (Paris, France)  
Kung-fu Diploma

## **WORK EXPERIENCE**

- 2004-Present      **Gotham City Police** (Gotham City, USA)  
Superhero
- Responsible for keeping Gotham City safe from evil villains
  - Organize a database for recording the whereabouts of villains' secret hide-outs
  - Develop and test high-tech fighting gadgets

## **VOLUNTEER EXPERIENCE**

- 1997-1998      **Taipei Zoo** (Taipei, Taiwan)  
Bat Keeper
- Responsible for feeding bats and keeping their cages clean
  - Organized bat shows for the public to watch
  - Studied bat behavior and habits for scientific research

## **REFERENCES**

Supplied upon request.