

Lesson 2.2 Resume writing

BY LINA WANG

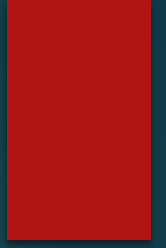
Learning Activities

- 1) Review of Lesson 2.1 & Homework check: **Self-introduction**
- 2) Resume writing
- 3) Resume writing lab
- 4) Homework

Review of Lesson 2.1

- ▶ Review of Lesson 2.1 – Understand yourself & Self-introduction
- ▶ <https://my-personality-test.com/personality-type-indicator> **MBTI**
personality test free
- ▶ Homework check: **60-second Self-introduction**

Resume writing



Discussion:

- ▶ What is a resume? When is a resume used?
- ▶ How many pages is a resume supposed to have?
- ▶ Are there some differences between Chinese and English resumes?

A *résumé*, sometimes spelled *resume*, is a document created and used by a person to present their background, skills, and accomplishments. *Résumés* can be used for a variety of reasons, but most often they are used to secure new employment. A typical *résumé* contains a summary of relevant job experience and education.

[Wikipedia](#)

English resumes

- ▶ **Samples**

Chinese resumes

- ▶ **Samples**

Discussion

What are the differences between Chinese and English resumes?

- ▶ Professional Photo 照片
- ▶ Gender 性别
- ▶ Relationship/Marital Status 婚姻状况
- ▶ Height 身高
- ▶ Age 年龄
- ▶ Politics status 政治面貌
- ▶ Target Salary 期望薪资
- ▶ Statement of Intention or Objective 职业目标
- ▶ Place of Birth 籍贯
- ▶ Wechat ID

简历在线
求职意向：舞蹈教师

民族：汉族
生日：1998-11-15
国籍：中共党员
地址：河北-石家庄
电话：136-8888-666
邮箱：lucky@jianli.com

教育背景
2011.09-2014.07 简历在线科技大学 舞蹈编导(本科)
主修课程：舞蹈编导、舞蹈基本功训练、现代舞技术、舞蹈组合训练、舞蹈剧目分析、舞蹈创作实践、音乐(钢琴、曲式分析)、舞蹈编导理论、现代舞专业基础课程、现代舞课程等。

实习经验
2014.09 - 2016.12 简历在线有限公司教育部 舞蹈教师
工作描述：
严格按照学校领导的工作安排和日常管理进行教学工作，高效率地完成学校交给自己在课堂学员的课堂教学任务和其它任务，教会学员熟练掌握所学舞蹈课程的基本动作、步伐、音乐要领。
2013.09 - 2014.06 简历在线舞蹈培训中心 舞蹈教师
工作描述：
参与各种演出舞蹈节目的编排任务，负责向或者指导学员每年的赛前、赛后集训工作，积极为学员参赛、考级进行带队管理。
2012.10 - 2013.07 简历在线老年艺术培训学校 舞蹈教师
工作描述：
在新学期和主要教授儿童中国舞(中国民族民间舞、芭蕾舞)、老年带读学生参加电视比赛和各种大型演出并获得金奖银奖等各种奖项，每年带领学生参加北京舞蹈学院考级。

荣誉荣誉
xxxx年二等奖学金(全校5%)
xxxx年一等奖学金(全校3%)
xxxx年校级三好学生(全校10%)
校园舞大赛亚军(全校2名)
社区服务优秀志愿者证书
舞蹈国家一级证书

职业技能
语言水平：CET-6证书，普通话二甲甲等证书，熟练使用普通话进行交流。
电脑技能：计算机二级证书，熟练使用Windows、Office等办公软件。
个人能力：沟通能力强，熟悉舞蹈教学流程，熟悉舞蹈比赛流程。

自我评价
自我评价中要尽可能全面阐述自己的特长、技能和经验，以及在以前的工作中累积了的经验优势(相对于没有工作经验的应届毕业生来说，则要重点介绍自己在校期间通过锻炼培养出来的能力)、最显优势的特长、有针对性地让人事经理了解到您与所申请职位的符合程度。语言不可过于口语化，内容要实事求是，不夸张，避免提到您的业余爱好、爱好、对公司的感想。

Resume writing lab

- ▶ Please write a Chinese resume &
- ▶ an English resume

Homework

1. Writing from yesterday's class

- ▶ Topic: ... (Your name) in 5 years (Vision of yourself in 5 years from now – your education, career, family, and friends, etc.)

2. Finish your **resumes** and submit them by 11:59pm tomorrow June 5

3. A brief introduction to your **dream university and program** (3-5 minutes, orally) **See next slide for directions.**

Introduction to your dream university & program

- ▶ 1. 你报考的专业要求什么能力和专业知识? 为什么你对这个专业感兴趣?
- ▶ Requirements; Why you are interested in this program?
- ▶ 2. 你要报考的专业之后要学的课程是?
- ▶ Courses to be taken
- ▶ 3. 你报考的专业以后的就业方向是?
- ▶ Career/ job orientation
- ▶ 4. 你觉得你的测试结果准吗? 你打算怎么朝着你的目标专业和职业去努力呢?
- ▶ MBTI results and your plan to achieve your career goals