

# Academic Services International Student Office

### Sample CV for students who need a visa

Molly Example +86-12-3456789 <u>example@yahoo.com</u>

# Curriculum Vitae

#### **PERSONAL DETAILS**

Name: Molly Example
Date of birth: 01.01.1996
Place of birth: City, Country

Nationality: XX
Marital status: single

#### **EDUCATION**

Since 10/2015 BSc. Mechanical Engineering and Automation

University of XX, Country

Expected graduation date: 01.08.2018

Yellow marked only for Master 02/2017 – 09/2017 University of XX, City (Country) students

Exchange semester

09/2009 - 07/2015 School, City

High School Degree (Grade: A)

#### PROFESSIONAL EXPERIENCE

12/2013 – 05/2014 ABB Shanghai Motors Co., Shanghai (China)

Corporate Responsibility, Internship

## **VOLUNTARY AND PRACTICAL EXPERIENCE**

08/2015 Title of Organization, City (Country)

Workcamp in a soup kitchen for homeless and refugees

#### LANGUGAGE SKILLS

Chinese: Native

English: Fluent (C1/IELTS 7.0)

German: Beginner (A1)

# **ADDITIONAL SKILLS**

Computing: MS Office (Word, PowerPoint, Excel), Outlook, Basic knowledge SAP

City, Date, Signature