English name First name LAST NAME
For example: Wendy LIM
Email: (personalised email alias)@utoronto.ca
For example: wendy.lim@utoronto.ca
~~Birthdate: DD-MM-YYYY (required)~~
Linkedin: (optional)

- Attach a professional-looking photograph
- 320 x 480 (W x H in pixels)
- At least 72dpi but not more than 300dpi

Guidelines for Personal Statement/CV:

1. Your personal statement should fill out the space on THIS ENTIRE PAGE. A half-written personal statement may raise suspicions that you do not know yourself well enough to be able to describe yourself confidently.

2. Your personal statement may be broken down into different subject headings such as: Internship Objectives, About Me, Strengths & Weaknesses, Work Experience, Unique Skill Sets, How Can I Contribute, etc.

3. The CV should not exceed 4 pages inclusive of the personal statement.

4. Before submitting your CV, go through it as many times as possible to check for formatting, spelling and grammatical errors. Submit your CV only when you are completely satisfied. NOC is not responsible to check or edit your CV.

5. You may make changes to the CV format at your discretion, but whatever changes you make should lead to a more improved and should be reader-friendly. It may have greater aesthetic appeal, but it must be functional too.

6. Submit your CV in word document (.doc) format. Ensure that the total file size (unzipped) inclusive of photo does not exceed 500KB.

7. Label your CV as follow: Firstname_Lastname_CV (major).doc e.g. Wendy_LIM_CV (Computer Engineering).doc

8. Don't forget to fill in your Firstname Lastname in the footer.

9. Bear in mind that the CV is your marketing tool to the internship company. It is a representation of who you are and it markets your potential as an internship candidate. The effectiveness of your CV decides if you will get an interview, let alone an offer.

Education

Aug 2010 - Present	**Shanghai Jiaotong University** Master of Science in Computer Engineering	Shanghai, China
Aug 2011 - Jan 2012	Student Exchange Program: University of North Carolina	United States
Aug 2011 – Jan 2012	Undergraduate Research Opportunities Program Research description:	Singapore

Work Experience

Jan 2012 - Present	**Events Today Private Limited** *Event Coordinator* ● ● ●	Shanghai, China
May 2011 - Jul 2011	**Era Carl Private Limited** *Exhibition Assistant* ● ● ●	Shanghai, China
Jan 2010 – July 2010	**Hifion Private Limited** *HR Assistant* ● ●	Singapore

Scholastic Achievements/Extracurricular Activities

Aug 2010 - Present	**Scholarship** Ministry of Education scholarship **(academic excellence)**	Shanghai, China
Dec 2010	**Global Business Case @Start-up Singapore Finals** Consolation Prize *Business summary*: …….	Shanghai, China
Aug 2010 - Apr 2010	**School Contributions** ● Marketing Director for NUS Entrepreneurship Society ● President of Bazaar for NUS Welfare Society	Shanghai, China
Jan 2008 - Dec 2009	**Temasek Junior College** ● Outstanding Student Award for leadership qualities	Singapore

Skill Sets & Proficiency

Office Productivity	Microsoft Word, PowerPoint Microsoft Excel, Publisher	Proficient Intermediate
Multimedia	Corel Paint Shop Pro Adobe Photoshop CS2 Adobe Premiere Pro Final Cut Pro	Intermediate Proficient Proficient Intermediate

	Macromedia Dreamweaver	Basic
Web	HTML, CSS	Proficient
	JSP technology	Intermediate
	PHP	Basic
Database	MySQL DBMS	Intermediate
	SQL	Intermediate
Programming	Java	Proficient
	C	Intermediate
	C++	Basic
	C#	Basic
	Perl	Basic
	Shell Scripting	Basic
Scripting	JavaScript	Intermediate
Markup	XML	Basic
Server Management & Network	Server Setup/Maintenance	Basic
	Wireless Networking	Basic
Security	Firewalls (IPTables, OpenBSD Packet Filter)	Basic
	Wireless Security	Basic
	Virtual Private Networking (OpenVPN, IPSec)	Basic
	Intrusion Detection System (SNORT)	Basic
Operating Systems	Linux	Basic
	Windows 9x, 2000, XP	Basic
	Unix/BSD	Basic
Hardware Design	Celoxica Handel-C	Basic
	VHDL	Basic
	Circuit design	Basic
Non-technical Skills	Project Management	Basic
	Writing/Publications	Basic

Language Proficiency

Spoken	English – fluent; Mandarin – fluent
Written	English – competent; Chinese – average

Additional Information

Other activities, interests, hobbies, certification etc.