

JOB SEARCH TIPS FOR CHINESE STUDENTS

COLLECTIVISM VS. INDIVIDUALISM

- The United States has an individualistic society. Each individual is acting on their own and making their own choices. Even when they interact with a group, they will do so as individuals (to a certain extent).
- China's culture is collectivism. This means that the group finds common goals and values. The emphasis is placed on the good of the group, while goals and values of individuals are minimized.

COMMUNICATION STYLES

- In the United States, people are more upfront, defensive, and confident when talking about themselves.
- In China, communication is more indirect, Chinese people show humility, and are uncomfortable to openly talk about their successes.

WORK-LIFE BALANCE

- In the United States, people typically separate their personal lives from their work and only occasionally go out for gathering with work acquaintances.
- In China, people overlap their work and their lives by intentionally finding opportunities to build “Guan Xi”.

AUTHORITY AND HIERARCHY

- In the United States, people may get into heated debates, make decisions together, and have the ability to express their own ideas.
- In China, people agree with the majority, are expected to listen and obey and leave the decision making to the person with the highest position.

Resumé Examples & Tips for Building A Resume for the United States

United States

James M. Doe james-doe5555@yahoo.com
555 W. Interview St., Houston, TX 55555
(555) 555-5555

SUMMARY

Enthusiastic, well-organized University of Tulsa master's candidate with a strong work ethic. Results- and team-oriented leader, with a demonstrated willingness to "go the extra mile" to achieve success. Creative, collaborative, artful communicator who effectively utilizes communication skills and market research tools to develop and present business plans and new ideas to effect change.

EDUCATION

The University of Tulsa - Tulsa, OK
Master of Science in Marketing Expected
May 2018

The University of Tulsa - Tulsa, OK
Bachelor of Science in Business Administration
May 2016
Major: **Marketing** Minor: **Management**

- GPA: 3.5/4.0

HONORS/ACTIVITIES

- Dean's Honor Roll
- Fellowship of Christian Athletes
- Academic All-Conference
- Corporate Challenge – Volunteer
- Student Athlete of the Week

EXPERIENCE

Smith & Smith Insurance Agency - Houston, TX
Summer 2016
Marketing Intern

- Used demographic information to identify potential clients resulting in a **28% increase** in new customer accounts
- Created an Access database and prepared a direct mail campaign
- Responded to inquiries and distributed information related to policy costs
- Referred potential clients to sales agents for follow-up
- Demonstrated eagerness to learn and willingness to take initiative

JCPenney - Houston, TX September 2012-
January 2016
Sales Associate

- Worked 20 hours a week while attending school full-time
- Assisted customers in selecting athletic attire and footwear
- Counted and balanced cash drawer at opening and closing
- Commended for strong interpersonal skills and commitment to quality service

ABC Fixture Company - Houston, TX
Summer 2012
Warehouse Worker

- Retrieved selected pieces of furniture and loaded trucks for delivery
- Recognized for dependability and strong work ethic

China

Si Lee

Photo

General Personal Information

Name: Si Lee **Sex:** M
DOB: June 10, 1994 **Ethnic Group:** Han
Birthplace: Shanghai **Degree:** B.A.
Marital status: Single
Contact Info:
Address: No. 200 Hengshan Road, Room 101
Shanghai, 100007, China
Phone: 021-1234 5678 Cell: +86 13512345678
Email: email@email.com

EDUCATION

Major in English, Shanghai, China September 2012 to July 2016
Shanghai Foreign Language University, Shanghai, China

- Thesis: Origin, development and future trends of online chat-room English abbreviations

EXPERIENCE

Loan Assistant, Walmart, Jinqiao Store, Shanghai July 2015 to August 2017

- Developed a new loan collection strategy that reduced bad debts by 20 percent
- Initiated a new incentive system that led to a 15 percent growth in revenues

Sales Intern, P&G, Shanghai July 2016 to August 2016

- Improved and reduced the inventory process, increasing the inventory turnover by 10 percent
- Created and implemented the Summer Promotion Plan, resulting in an incremental revenue increase of 1.0 million CNY

CERTIFICATES, AWARDS AND ACHIEVEMENTS

College English Test Level-8 Certificate (for English majors)
Office Automation Certificate
Class C Driver License
Eight First-class scholarships for all eight semesters at the university

ADDITIONAL INFORMATION

Languages: Mandarin (native); English (fluent); Japanese (beginner)
Computer Skills: Skilled in MS FrontPage, HTML, Office 2016 and SQL
Interests/Activities: President of the student government, 2014-2016; enjoy fishing, karaoke, painting, calligraphy, ping pong and badminton

- A resumé should include your most recent relevant work and education experience.
- Common elements: your experience, education, special skills, outstanding career achievements and professional affiliations.

- American employers typically prefer resúmes that are presented in reverse-chronological format, with your most recent employment and education listed first.
- The appropriate length and content of your resumé depends on your work history, field of employment, educational experiences and level of responsibility. In most cases, if you are not applying for a management-level position, you should submit a one-page document.