*Sample Resume for Visa Interviews*

*This sample resume will help you in your visa application process. Please note that this resume is different from a standard resume that you would submit in the U.S. for a job interview, and includes information that is used in our adjudicating process that you would not typically include on a resume.*

**Name** (in pinyin and Chinese):

**Gender**:

**Date and Place of Birth:**

**Home Address**:

**Business Address:**

**Home Phone:**

**Work Phone:**

**Mobile Phone:**

**E-mail:**

**Education** – *please list all degrees attained, beginning with the most recent first*

*University Name; University Location, Month, Year – Month, Year*

*Degree and Major*

*Thesis Topic/Research Focus (for Master’s and PhD degrees)*

**Work Experience** – *please list all work experience, with the most recent experience first*

*Position or Title, Employer, Month Year – Month Year*

*Location*

*Company Description, including major products and areas of research*

*Duties, Responsibilities, and areas of expertise*

**Awards and Group Memberships** – *if any*

**Publications** – *please list all publications, if any, with most recent first*

**Languages** – *please list all languages spoken and ability*

**Travel History** – *please list all foreign countries you have visited in the last 5 years*

**Travel Companions** – *please include names, company and date of birth of everyone you plan to travel to the U.S. with on this trip*