***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