**Generelles**

- Ziel des Lebenslaufes ist, den persönlichen Werdegang darzustellen
- Übersichtliche Gestaltung, um schnell einen ersten Eindruck von Ihnen bekommen zu können
- Umgekehrt chronologisch sortiert (vom Aktuellsten zum Ältesten)
- Schriftart sollte deutlich lesbar sein, Schriftgrösse nicht <8Pkt., keine Rechtschreib-/Grammatikfehler
- Konkrete und präzise Formulierungen, positiv und aktiv – aber für Asien objektiv bescheiden umschrieben
- Machen Sie Ihren Lebenslauf persönlich, seien Sie authentisch
- Ihr CV sollte idealerweise auf eine Seite passen, maximal erlaubt sind 2 Seiten
- Fotos sind in den meisten asiatischen Ländern optional – ein professionelles Bild aber insbesondere willkommen, wenn auch Kundenkontakt zur Stelle gehört (z.B. im Banking)
- Beschreiben Sie praktische Erfahrung ganz konkret – in Asien wird gerne ein Fokus auf die bei den Aufgaben eingesetzten Skills, die Ziele und die Resultate gelegt
- Landestypische Sprachkenntnisse und eventuelle Zertifikate sind von grossem Vorteil

Yi Ling Example

4, Example Road
#01-234 Rainbows Apts. Building
Singapore
123456
+ 65 123 456 789 | yi_ling_example@mail.com

EDUCATION

National University of Singapore, Singapore 08/2013 - today
Bachelor in Business Administration
Expected date of graduation: May 2016
Tan Ah Teck Scholarship

University of St. Gallen, Switzerland 09/2014 - 12/2014
Exchange program

WORK EXPERIENCE

Insurawiss, Zurich, Switzerland 12/2014 – 01/2015
Compliance Department, Summer Intern
Constructed a database in "Combined Assurance" project with 50 internal audit reports which now saves working hours of supervisors as they can search for information more effectively
Supported supervisor in review and implementation of new compliance guidelines and was responsible for publication in company's internal media

AsianSphere Bank, Seoul, South Korea 06/2014 – 08/2014
Global Commodities and Business Management, Summer Intern
Provided support to Global Commodities Team by engaging in preliminary negotiation of ISDA Master Agreements (OTC derivatives contracts)
Created monthly reports on status of agreements in negotiation for management
Engaged in a global change project for Singapore office and coordinated with senior stakeholders to implement related changes in the system

EXTRACURRICULAR ACTIVITIES

NUS Snorkeling Club, Singapore 03/2015 - today
Head of Marketing and Communication
Responsible for weekly newsletter with 180+ recipients
Reached a 10% higher member acquisition by improving web presence
Organizing various events from snorkeling technique workshops to snorkeling trips with up to ~40 participants

AsianSphere Campus Ambassador, Singapore 06/2014 - today
Supported organization of 4 panel discussions with 3 professional speakers and up to ~65 participants about current topics in the Banking sector

OTHER INFORMATION

Languages: Mandarin (native), English (fluent, TOEFL 104/120 in 2013), German (basic), French (basic)
IT skills: Microsoft Office (excellent), VBA (good)
Interests: Travelling (backpacking through Europe in 2012, South-America in 2013), snorkeling, marathons (participated in London and New York), Tango dancing

1 Do's: Heben Sie Ihren Namen hervor, da es um Sie und Ihr ganz persönliches Profil geht. Fügen Sie eventuell das Geschlecht zu, da westliche Namen in Asien missverstanden werden können. Geburtsdatum, Nationalität und Visa-Status im Folgenden sind willkommen.
Don'ts: -

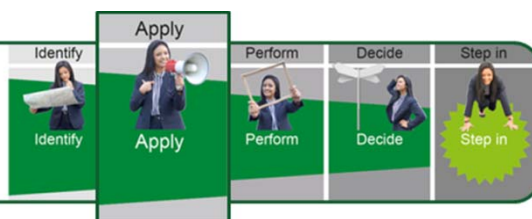
2 Do's: Geben Sie Kontaktmöglichkeiten an. Vergessen Sie nicht, eine telefonische Voicemail zu installieren, damit Recruiter Nachrichten hinterlassen können. Optional kann ein konkret verfasstes berufliches Ziel von ca. 2-3 Zeilen folgen – dies ist in Asien sehr willkommen.
Don'ts: Verwenden Sie keine unprofessionelle E-Mail Adresse wie z.B. dragonslayer92@mail.com

3 Do's: Falls für den Arbeitgeber relevant, können optional jeweils z.B. Studienschwerpunkt, Notendurchschnitt, Praxisprojekte, Thesis etc. ergänzt werden.
Don'ts: Keine kompletten Auflistungen absolvierter Kurse einfügen, Studienschwerpunkt genügt.

4 Do's: Benennen Sie nicht nur den Arbeitgeber, sondern auch Ihre eigene Funktion und die Abteilung. Heben Sie ganz konkret Ihre Hauptaufgaben und Projekte hervor, die für die neue Stelle relevant sind.
Don'ts: Vermeiden Sie nichtssagende Punkte wie «Report production»: was haben Sie ganz konkret beigetragen? Besser: «Created monthly reports on status of agreements in negotiation for management»

5 Do's: Nennen Sie Aktivitäten und Engagements, in denen Sie relevante überfachliche Kompetenzen vertieft haben. Beschreiben Sie auch hier Ihre Hauptaufgaben und Projekte. Erklären Sie die Institutionen, wenn diese wenig bekannt sind (Bereich, Zweck).
Don'ts: Nennen Sie keine reinen Hobbies – diese werden erst unter «Interests» aufgeführt.

6 Do's: Schätzen Sie das Niveau Ihrer Kenntnisse ehrlich und realistisch ein, nennen Sie ev. aktuelle Zertifikate. Ergänzen Sie am Schluss optional bis zu 5 Hobbies oder Themen, die für Sie von Relevanz sind – sie ergänzen das Persönlichkeitsbild und sorgen für «Eisbrecher» beim Bewerbungsgespräch.
Don'ts: Vermeiden Sie Auflistungen von knappen Grundkenntnissen, die für die Stelle nicht wichtig sind.

**General**

- The purpose of the CV is to present your personal career
- Well-structured design, in order to convey a quick initial impression of yourself
- Sort in reverse chronological order (newest on top)
- The font should be clearly legible, the font size should not be smaller than 8 pt, no spelling/grammar mistakes
- Use concrete and precise, positive and active wording – but using a down-to-earth, modest style for Asia
- Personalise your CV, be authentic
- If possible, your CV should fit on one page; use no more than two pages
- Photographs are optional in most Asian countries – however, a professional photograph is welcome if the job involves customer contact (e.g. in banking)
- Describe your practical experience in specific terms – Asian companies often focus on the skills used to perform duties, targets and results
- Local language skills and any certificates can be of great benefit

Yi Ling Example 1

4, Example Road
#01-234 Rainbows Apts. Building
Singapore
123456
+ 65 123 456 789 | yi_ling_example@mail.com

EDUCATION

National University of Singapore, Singapore 08/2013 - today
Bachelor in Business Administration
Expected date of graduation: May 2016
Tan Ah Teck Scholarship

University of St. Gallen, Switzerland 09/2014 - 12/2014
Exchange program

WORK EXPERIENCE

Insurawiss, Zurich, Switzerland 12/2014 – 01/2015
Compliance Department, Summer Intern
Constructed a database in "Combined Assurance" project with 50 internal audit reports which now saves working hours of supervisors as they can search for information more effectively
Supported supervisor in review and implementation of new compliance guidelines and was responsible for publication in company's internal media

AsianSphere Bank, Seoul, South Korea 06/2014 – 08/2014
Global Commodities and Business Management, Summer Intern
Provided support to Global Commodities Team by engaging in preliminary negotiation of ISDA Master Agreements (OTC derivatives contracts)
Created monthly reports on status of agreements in negotiation for management
Engaged in a global change project for Singapore office and coordinated with senior stakeholders to implement related changes in the system

EXTRACURRICULAR ACTIVITIES

NUS Snorkeling Club, Singapore 03/2015 - today
Head of Marketing and Communication
Responsible for weekly newsletter with 180+ recipients
Reached a 10% higher member acquisition by improving web presence
Organizing various events from snorkeling technique workshops to snorkeling trips with up to ~40 participants

AsianSphere Campus Ambassador, Singapore 06/2014 - today
Supported organization of 4 panel discussions with 3 professional speakers and up to ~65 participants about current topics in the Banking sector

OTHER INFORMATION

Languages: Mandarin (native), English (fluent, TOEFL 104/120 in 2013), German (basic), French (basic)
IT skills: Microsoft Office (excellent), VBA (good)
Interests: Travelling (backpacking through Europe in 2012, South-America in 2013), snorkeling, marathons (participated in London and New York), Tango dancing

1 Dos: Highlight your name, as this is about you and your personal profile. If necessary, add your gender, as the gender of Western names is not always understood in Asia. Provide your date of birth, nationality and visa status.

Don'ts: -

2 Dos: Specify how you can be contacted. Do not forget to set up voicemail on your telephone in order to enable recruiters to leave messages. Optionally, you can add a specific professional goal in about two or three lines – this is very welcome in Asia.

Don'ts: Do not use unprofessional e-mail addresses, such as dragonslayer92@mail.com

3 Dos: If relevant for the employer, details such as the focus of studies, grade average, practical projects, thesis, etc. can be added.

Don'ts: Do not list all completed courses, the focus of studies is sufficient.

4 Dos: Do not only mention the employer, but also your own function and department. Specifically highlight your main duties and projects that are relevant to the new job.

Don'ts: Avoid empty statements such as "Report production": What exactly was your contribution? Better: "Created monthly reports on status of agreements in negotiation for management"

5 Dos: Name activities and missions in which you deepened relevant interdisciplinary competencies. Describe your main duties and projects here. Explain the institutions if they are little known (area, purpose).

Don'ts: Do not mention pure hobbies – these should only be listed under "Interests".

6 Dos: Be honest and realistic in your evaluation of your skill level, mention any recent certificates. At the end, you can add up to five hobbies or subjects relevant to you – such information complements the personality profile and helps to "break the ice" during the job interview.

Don'ts: Avoid listing basic skills that are irrelevant to the job.