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

Name (in pinyin and Chinese): Zhang Jun, 张君

Gender: Male

Date and Place of Birth: 01-JAN-1980

Home Address: 100 Jianguo Rd, Apartment 200, Yangzhou, Jiangsu, China 225000 **Business Address**: 200 Zhongshan East Rd #500, Yangzhou, Jiangsu, China 225000

Home Phone: 514-555-5555 Work Phone: 514-8888-8888 Mobile Phone: 13900000000 E-mail: zhangjun@email.com.cn

Education

Shanghai Tongji University; Shanghai, China; September 2006 – July 2008 Master's Degree, Drilling Engineering

- Thesis Topic: Sensitivity Analysis of Drilling Parameters Affecting Hydraulics in High Pressure Environments
- Research Focus: Petroleum Engineering, High Temperature, High Pressure Environment Drilling

Shanghai Tongji University; Shanghai, China; September 2002 – July 2006 Bachelor of Science, Mechanical Engineering

Work Experience

Field Engineer, SINOPEC Jiangsu Oilfield Company, December 2009 – Present Yangzhou, Jiangsu, China

State Owned Enterprise, Major petroleum corporation whose business includes refining, oil and gas exploration, production of petrochemicals and chemical fertilizers, and pipeline construction

- Designs and conducts well testing services, including Surface Testing services, Drill-Stem Testing services, Slickline and Wireline services, downhole pressure gauge services and sampling services. Already designed and conducted more than 20 wells
- Participates in drilling, workover and well completion services
- Manages team of 12 Field Technicians and performed quality control measures

Field Technician, China National Petroleum Company, August 2008 – December 2009 Xinjiang Karamay Oil Field, Karamay, Xinjiang, China

State Owned Enterprise, Largest petroleum corporation in China whose business includes global oil and gas exploration as well as petrochemical production

- Constructed an oil and gas gathering station and downstream pipelines
- Oversaw safety measures and ensured appropriate standards were followed

Awards and Group Memberships

China National Petroleum Company Karamay Oil Field Technician of the Month, November 2009 Shanghai Tongji University Outstanding Thesis Award, July 2008 Society of Petroleum Engineering, Member 2007—Present Shanghai Tongji University Debate Team Captain, 2004-2006

Publications

"Using Enhanced Drilling Techniques for Natural Gas Extraction in Northwest China," *Journal of Petroleum Technology* 59, No. 12 (2007): 435-451.

With Zhang Junqian, "Application of High Pressure Drilling Techniques in Saline Aquifers," *International Journal of Petroleum Engineering* 43, No. 4 (2008): 212-226.

Languages Chinese (Mandarin) – Native Fluency; Chinese (Cantonese) – Advanced proficiency; English – Advanced proficiency

Travel History

United States (2006); Canada (2008, 2009); Thailand (2009); Hong Kong (2007, 2009)

Travel Companions

Wang Jianguo, Field Technician, SINOPEC Jiangsu Oilfield Company, 01-FEB-1982 Zhou Xiaolong, Field Engineer, SINOPEC Jiangsu Oilfield Company, 01-MAR-1976