

## ShineWrite 留学文书原创写作服务 (高级服务)-简历

您需要认真完成由 ShineWrite.com 的招生咨询顾问设计的素材表格，我们的编辑将整理、分析利用这些数据为您撰写独一无二的留学文书。

如果您需要在文章结构或者布局上和我们的编辑深入讨论，我们**强烈推荐**您提供一个简单的英文初稿，使用我们的**互动修改服务**。（<http://www.shinewrite.com/s3.asp>），互动修改服务比写作服务更加经济，而且客户满意度更高（达到 99.6%）。

对于原创写作服务：我们帮助您将自己的资历和背景清晰地表达出来，以给招生委员会留下深刻的印象。该项服务特别适合工作以及**学业繁忙而无暇**完成留学文书写作的申请者。我们的留学文书绝不使用模版写作，所有的申请文章都将独家使用世界权威的防止剽窃数据 Turnitin.com 的检测来最终确保留学文书的唯一原创性。

您可以放心，我们严格控制品质和时间进度，您在 5-7 天左右（其他公司一般为 10 个工作日，大约为 15 个自然日）便可以收到**包含我们编辑写作思路**（独家提供）的稿件。

您可以在接下来的 10 天内认真研读稿件。收到初稿后，每份文件都可以统一提出 1-2 次修改建议，我们会继续安排资深编辑为您免费服务。

下面是我们撰写的一份**简历**。和其他公司的服务不同，您会发现我们的编辑在开始便提到自己**独一无二的创作思路**，并附上写作的简历。

ShineWrite.com 邀请您来一试！

-----**样例**-----

创作思路和终稿样例：

Dear Shi Lei,

Although you were not able to provide us more specific information that we could have integrated into your CV, we were still able to compose one that will highlight your academic achievements. Please take note of the spaces we have provided where you could insert the specific information needed.

Although we used a CV meant specifically for Engineering graduates, we made sure that it will make you stand out among your fellow applicants. We also did our very best to ensure that your research abilities would be highlighted, because this is usually the area evaluators would focus on. In composing your CV, we took note of your specific needs and made sure that we have made the right changes accordingly.

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Using the information you provided, we re-organized this Curriculum Vitae for your specific use in your application for graduate study. We note below the main sections we included and the reasons why we chose to include them:

- **OBJECTIVE-** this is the part where we indicate your main objective in presenting your CV. Note that we have added a few information rather than just simply indicating your actual objective. Here, we highlighted not only your experience, but also your ultimate motivation behind applying for graduate studies.

“I am a dynamic and highly-motivated student, seeking admission into the Master of Science in Industrial and Operations Engineering program of the University of Michigan in order to achieve my goal of establishing a career in xxxxxxxxxxxx.”

批注 [Editor661]: Insert your career goal here.

- **RESEARCH INTERESTS-** this is the part where we indicate your main research interests in order to show your aptitude for research and data collection, as well as show the areas you intend to focus on once admitted in the program.
- **PROFESSIONAL EXPERIENCE-** As the most important part of the CV, we felt the need to organize it and use stronger words and statements in order to maximize the impact of each entry. We also used various devices to highlight each specific part, such as placing the name of the company/ies in an all-caps form, italicizing your position/responsibility, and creating bulleted entries for each task and accomplishment. Refer to the excerpt below:

**GLAXOSMITHKLINE PHARMACEUTICALS LIMITED**      September 2006  
*Data Collector / Analyst*

- Served as data collector and analyst for their Tianjin project on client / server architecture of the pharmaceutical production system responsible for process optimization;
- Mainly responsible for the very demanding fieldwork of data collection

However, we feel that this could be improved further with the addition of more specific information specifically regarding the tasks and responsibilities you have carried out as an intern.

- **EDUCATION AND HONORS RECEIVED—** This part presents specific information regarding your undergraduate education. Note that we have provided a section where you could insert other distinctions you may have

received as an undergraduate student, such as awards, scholarships, and competitions you have won.

- **SKILLS-** this includes a list of your proficiencies that may have not been highlighted in other parts of the CV. One of the requirements laid down by the University of Michigan ([http://ioe.engin.umich.edu/degrees/grad/ms\\_gradadmiss.php](http://ioe.engin.umich.edu/degrees/grad/ms_gradadmiss.php)) is that an applicant must have taken and passed the TOEFL. Thus, insert here your TOEFL score as soon as you have taken it.
- **AFFILIATIONS-** This is a section where you could include more information regarding membership in various organizations that may or may not be related to your course. Doing so may demonstrate versatility and add depth to your character.

We have also changed the date format from numerical to alphabetical (e.g., September 2006-2009 instead of 2002.9---2006.9). Moreover, we retained just one font style (Times New Roman) for simplicity and used three font sizes-one for your name, one for the section headings, and another for the bulleted entries.

We believe that this CV will facilitate your admission to your graduate school of choice.

Good luck!

Your editors,  
ShineWrite.com  
*We serve with care and joy*

*P.S. You could log on to ShineWrite.com and copy the following link into your browser (<http://www.shinewrite.com/vote/>). You will be guided to a customer satisfaction survey. We encourage you to take the time to tell ShineWrite.com what you think of our work.*

# SHI LEI

\*\*\*\*\*, No. 800 Shanghai Dongchuan Road  
+86\*\*\*\*\* / \*\*\*\*\*@sjtu.edu.cn

## OBJECTIVE

"I am a dynamic and highly-motivated student, seeking admission into the Master of Science in Industrial and Operations Engineering program of the University of Michigan in order to achieve my goal of establishing a career in xxxxxxxxxxxx."

批注 [Editor662]: Insert your career goal here.

## EDUCATION AND HONORS RECEIVED

### SHANGHAI JIAO TONG UNIVERSITY (SJTU)

Bachelor of Engineering

Sep, 2002- Sep,2006

- Major: \*\*\*\*\*
- Major GPA: 3.90 Accumulative GPA: 3.80
- Ranking: 1/45
- OOCL Scholarship (TOP 1%), SJTU, 2004 & 2005
- People Scholarship (TOP 10%), SJTU, 2003
- Outstanding Leader Award (TOP 1%), SJTU, 2003 & 2004

## PROFESSIONAL EXPERIENCE

### GLAXOSMITHKLINE PHARMACEUTICALS LIMITED

September 2006

*Data Collector / Analyst*

- Served as data collector and analyst for their Tianjin project on client / server architecture of the pharmaceutical production system responsible for process optimization;
- Mainly responsible for the very demanding fieldwork of data collection and xxxxxxxx

批注 [Editor663]: You may insert here other tasks you have had as an intern.

### SCIENCE AND TECHNOLOGY PUBLISHING HOUSE

March 2007

*Translator*

- Translated materials such as "E-commerce and the Internet economy," "Network Marketing Theory and Practice" (National 11th Five-Year Plan Aids), "Network Security," and "Information Technology and Government Organizations"

### ENTIRE PROJECT LIFE CYCLE INTEGRATED MANAGEMENT SYSTEM June 2007

*Data and Research Analyst*

- Mainly involved in its project construction of the entire project life cycle Integrated Management System (EPCIMS) and the negative Management Model Select as a data and research analyst

## SKILLS

Proficient in Microsoft Office Applications and other Internet-based applications; Passed the China National Computer Rank Examination 3 with a grade of XX; Proficient in the English language [GRE June 2007 650 (verbal) + 800 (quantity) + 5 (analytic writing)]; I possess excellent research skills; I am capable of working in a highly-stressful research/work environment, and I can deal well with all kinds of people.

批注 [Editor664]: It is always good to list a good number of skills and qualifications you may have. Sports- and even art-related talents and skills may be listed here. This shows versatility and well-roundedness.