

## Sample of Resume – Industries and Jobs (Banking and Finance)

**Job Title:** Bank Teller

### PROFILE

**Name:** Chan Tai Man  
**Tel:** 98xx xxxx

**Address:** Hong Kong  
**E-mail:** [chantaiman@example.com](mailto:chantaiman@example.com)

### SELF-INTRODUCTION

I am good at communicating with others, helping people, and participating in group events and activities. As a fresh graduate with an associate degree in Business Administration, I am seeking a position in a well-established company and available to report duty with immediate effect.

### WORK EXPERIENCE

**August 2017 - June 2018      Hong Kong Speed Post, Office Assistance (Part-time)**

- To hand express shipments
- To respond to general enquiries
- To record warehouse documents

**August 2019 - February 2020      Hong Kong Chamber of Commerce, Office Clerk (Part-time)**

- To handle documents and send emails
- To perform various clerical work
- To communicate with suppliers

### EDUCATION

• **2011-2017      Hong Kong Secondary School**

HKDSE: Chinese Language 3, English Language 3, Mathematic 3, Liberal Studies 2,  
Economic 3, History 2

• **2017 – 2020      Community College of City University of Hong Kong  
Associate of Business Administration (Financial Services)**

### PERSONAL SKILLS

- Fluent in Cantonese, Mandarin and English
- MS Office (Word, Excel, PPT, Publisher, Access, Outlook)

### ACTIVITIES

- General Secretary, Community College of City University of Hong Kong Students' Union,  
2019