

## Sample of Resume – Industries and Jobs (Social and Public Services)

**Job Title:** Counsellor

**Name:** Chan Tai Man

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### PROFILE

I am seeking a position of counsellor in an organisation that would allow me to develop and utilize my counselling skills while helping clients to cope with different situations. I am a dedicated, compassionate and understanding counsellor. I will keep studying in order to learn more counselling skills so that I can offer support and professional advice to clients.

### WORK EXPERIENCE

**Sep 2019 – Present**

**Counsellor, Counselling Company Limited**

- Provide counselling meetings and assist clients to analyse problems by offering professional counselling
- Develop treatment plans and reference materials
- Prepare case reports and track the progress of the clients regularly

### EDUCATION

**2019 – 2020**

**The Chinese University of Hong Kong**

Professional Diploma Programme in General Counselling

**2017 – 2019**

**HKUSPACE Stanley Ho Community College**

Associate of Applied Social Sciences Psychology

**2011 – 2017**

**Hong Kong Secondary School**

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

### PERSOANL SKILLS

- Proficient in Cantonese, Fluent in English
- Good command of written Chinese and English
- Good command of typing Chinese (Quick) and English
- Proficient in MS Word, Excel, PowerPoint