[Name]

[Address]

[Phone Number] | [Email Address]

**EDUCATION**

**Diocesan Boys’ School (DBS) Hong Kong**

[Start Date] – [End Date]

* **[202x] International Baccalaureate / Hong Kong Diploma of Secondary Education\*:** [Predicted Grade]
* **Honors:** [Awarded any scholarships for your exams?]
* **Relevant Coursework:** [if relevant]

**LEADERSHIP**

**[Student Club Name**] **Hong Kong**

*[Position Title]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [e.g. Recruited over xx members to club with promotional campaign]
* [e.g. Organized conferences, speaker events and community events]

**[Student Club Name**] **Hong Kong**

*[Position Title]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [e.g. Recruited over xx members to club with promotional campaign]
* [e.g. Organized conferences, speaker events and community events]

**WORK EXPERIENCE**

**[Company Name**] **Hong Kong**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]

**COMMUNITY SERVICE**

**[Organisation Name**] **Hong Kong**

*[Role]* [Start Date] – [End Date]

* [Summary sentence stating what you did and how you contributed to society]

**SKILLS & INTERESTS**

**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Skills:** [List any programming languages – **not** MS Office/Excel]

**Certifications & Training**: [Any extra courses or programs relevant to your interested subject/career]

**Activities:** [Other Student Clubs, Volunteer Work, Independent Activities]

**Interests:** [Keep this to 1-2 lines and be specific; do **not** go overboard]