



2020 Training camps of the competition for International Organizations

2020.04.12

直播 “2020全球治理论坛竞聘训练营”。

Hosts: Career Development Centre of Zhejiang University
International Talents Training Centre of Zhejiang University
School of International Studies of Zhejiang University
Zhejiang University Education Foundation

Organizer: Student Association of Zhejiang University

浙江大学2020全球治理论坛材料



王纪元

中国联合国协会常务理事，原联合国国际劳工组织北京局副局长、东亚局副局长、泰国、老挝、柬埔寨国际局局长

Executive director of the United Nations Association of China, former deputy director of the Beijing bureau of the ILO, deputy director of the East Asia bureau, director of the international bureau of Thailand, Laos, and Cambodia

直播 “2020全球治理论坛竞聘训练营”。



Benno Wagner

国际组织精英人才计划（国精班）核心导师

The core mentor of the Global Engagement Program of Zhejiang University

直播 “2020全球治理论坛竞聘训练营”。

The writing training section of cover letters and CVs

直播 “2020全球治理论坛竞聘训练营”。

I. UNDERSTAND THE POSITION

The Job Requirements

In order to target your resume and cover letters, it is critical that you invest some time in understanding requirements of the position.

Benefits

Two critical benefits of better job understanding include:

- Time savings and reduced frustration that results from applying for jobs not suited to your strengths and aspirations.
- Improved ability to position yourself to meet the needs of the hiring manager.

Analyze the Vacancy Announcement

I

- What are the responsibilities, competencies and skills required?

Ask yourself:

- Do I meet the minimum qualifications?
- Do I have the skills, abilities or competencies for the position?
- Do I have a thorough understanding of the job mandate specifications and the experience required?
- Why am *I really* interested in the position?
 - Am I interested in the job for the *right* reasons?
 - What do I know about the Department or Unit?
 - Does it make sense for me to apply now?
 - Does it fit in with my future career goals?

What is the Hiring Manager looking for?

- Use your networking skills to ask/discuss what is critical for this posit

II. PREPARING THE RESUME

Section 1: Profile Statement

Put simply, the profile statement is your introduction. It describes the primary value you can offer to the organization through the answers to two questions:

1. Who you are
2. What are your key skills and strengths

The purpose is to give prospective hiring managers a quick, high-level, idea of who you are (professionally!) and what you can do for them.

Sample Profile Statements:

Experienced professional with key strengths in facilities management and team leadership. Accomplishments in volunteer coordination, training, and procurement. Motivated, analytical thinker with effective

Sample Profile Statements:

Experienced professional with key strengths in facilities management and team leadership. Accomplishments in volunteer coordination, training, and procurement. Motivated, analytical thinker with effective communication skills.

A motivated, energetic and outgoing individual with strengths in training, counseling and team management. Focused on bottom-line, well-organized and action-oriented problem solver who thrives on innovative challenges. Excellent interpersonal skills in a variety of working environments, including public service and research organizations.

In the past, resumes usually included an objective statement at the beginning. It was a way of summarizing the type of position you are seeking. The advantage of a profile statement over an objective statement is that it gives the opportunity to position yourself for the job more precisely. Put it this way: if you had 20 seconds with the director of the unit or department where you were applying,

Fu Rong

+86159-5708-4778 | ifrzsdh@foxmail.com

Birthday: 1999/3



EDUCATION

Zhejiang University

Aug 2017 - Jun 2021

Bachelor of Management

• GPA: 3.847/4.0 (Top 5%)

- Exchange student in Ludwig-Maximilians-Universität München (Mar 2019- Aug 2019), with scholarship
- Award: Zhejiang University Second-Class Scholarship (2018)

PROJECT EXPERIENCE

Annual Conference on Zhejiang University Student Social

观看直播 “2020全球治理论坛竞聘训练营”

- GPA: 3.84 / 4.0 (Top 5%)
- Exchange student in Ludwig-Maximilians-Universität München (Mar 2019- Aug 2019), with scholarship
- Award: Zhejiang University Second-Class Scholarship (2018)

PROJECT EXPERIENCE

Annual Conference on Zhejiang University Student Social Practice Activities *Oct 2018 - Dec 2018*

- Planned and arranged for the publicity of the conference
- Designed posters and wrote articles to publicize the conference, and finally attracted more than 500 people attending it
- Photographed the moments during the conference and wrote news reports, which were posted on the official website of Zhejiang University

Youth League Committee of Zhejiang University *Apr 2018 - Apr 2019*
Social Practice Guide Center

RESEARCH EXPERIENCE

USFDA Food-Related Import Refusal: The Role of Interest Groups (National Undergraduate Innovation and Entrepreneurship Training Program)

Apr 2019 - Present

Group Member

- Made the data collection plan, searched and selected data from the US Food and Drug Administration, United Nations Comtrade Database, and the US Bureau of Labor Statistics.
- Adjusted model and wrote the research paper

SKILLS, CERTIFICATIONS & OTHERS

- **Languages:** English (TOEFL 98)
- **Activities:** As a tutor, designed and organized Chinese learning activities for German students during the exchange experience

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Apr 11 Antworten ×

Reference line is missing. Specify the post you are applying for

Beitragen ▼

Dear

With

cultural communication activities, my courses in public management and information analysis combined with my passion for human rights affairs, I believe I am the right match for the Human Rights Internship at your organization.

I am currently a student at Zhejiang University, pursuing a degree in Bachelor of Management with a major in Agricultural Economics and Management. I have been exposed to courses in public management and information analysis, having scored an average of an A. In addition, I have participated in the National Undergraduate Innovation and Entrepreneurship Training Program and gone through research work on the livelihood vulnerability of land-lost farmers resulted from urbanization in China. These e

Dear Sir or Madam,

With my exclusive mix of experience in organizing cultural communication activities, my courses in public management and information analysis combined with my passion for human rights affairs, I believe I am the right match for the Human Rights Internship at your organization.

I am currently a student at Zhejiang University, pursuing a degree in Bachelor of Management with a major in Agricultural Economics and Management. I have been exposed to courses in public management and information analysis, having scored an average of an A. In addition, I have participated in the National Undergraduate Innovation and Entrepreneurship Training Program and gone through research work on the livelihood vulnerability of land-lost farmers resulted from urbanization in China. These experiences enhanced my analysis skills as well as my comprehension of human rights.

I have been an exchange student at Ludwig-Maximilians-Universität München

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Start Werkzeuge ve... 12 cove... 14 Cove... preparin... CV-傅蓉... 申请职位... x < > ? Anmelden

Freigeben

Responsibilities

The intern shall support OHCHR in fulfilling its mission: to work for the protection of all human rights for all people; to help empower people to realize their rights; and to assist those responsible for upholding such rights in ensuring that they are implemented.

Daily responsibilities of Human Rights (Europe and Central-Asia) interns will depend on the individual's background and duties may include but are not limited to compiling basic information, analyzing key issues, collecting information and documents received from United Nations Headquarters- and field-level offices, and in particular, the intern may: Review relevant information and documents related to OHCHR work in order to acquire basic understanding of the mandates, strategic policies, framework of programmes/ activities of the organization; Assist the Desk Officers (DOs) in maintaining contacts with concerned United Nations Country Teams and relevant human rights offices, non-government organizations (NGOs) and national human rights institutions (NHRIs) as well as OHCHR field offices in the region; Assist Europe and Central-Asia Section Desk Officers in the coordination of the programme of missions of special rapporteurs, representatives, experts, working groups and/or o

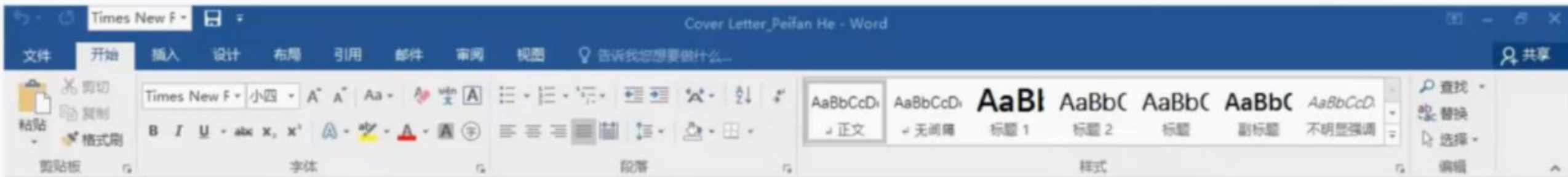


for 5 months in 2019, during which I worked as a tutor, designing and organizing Chinese learning activities for German students. Every week I would prepare a cultural topic and have a discussion with them. Although the activity I initiated was voluntary to attend, every time more than 10 students would come and have a good time together. Exposure to various views of the cultural differences among people instilled me the enthusiasm of countering discrimination.

I am eager to work in a pressured and changing environment, while working as a part of a team. I believe that my expertise in information analysis combined with my motivation and passion and my ability to interact with various multi-cultural people will make me an extraordinary asset to Office of the High Commissioner for Human Rights.

I welcome an opportunity to discuss further and I thank you in advance for reviewing my application.

Yours Sincerely,
Fu Rong



Dear Sir/Madam,

I am writing to apply for the challenging yet exciting job as a Program Assistant at UN Volunteers. I learned this opportunity on your official website and decided to apply for it. Given my rich experience of working in international organizations as an intern, I believe I would be a strong candidate for this position.

With keen interest and ultimate passion in international development, I have completed an internship at the World Economic Forum Beijing Representative Office as a project assistant at the Platforms for the Fourth Industrial Revolution, where I was responsible supporting projects on emerging technologies such as precision medicine, Internet of Things and autonomous driving. I have facilitated large events with over 100 participants, liaising with speakers and participants from all over the world, arranging logistics and coordinating with multiple stakeholders to ensure proper agendas. Based on in-depth research about specific projects, I have drafted reports and proposals both in English and Chinese as required by project leads. During the internship, my organizational and communication skills have been fully demonstrated and further enhanced.

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Huang Yan

Tele: 15797651758 E-Mail: 2350177790@qq.com

Address: No.886, Yuhangtang Road, Zijingang Campus, Zhejiang University,
Hangzhou, Zhejiang Province, 310058



Education

Zhejiang University International Organization and Global Engagement 2019.09-now

Major Courses: Introduction to IO, Youth Leadership and UN SDGs, International Projects and Cooperation

2018 UN Sustainable Development Goals Asia-Pacific Youth Leadership Project (Nepal) 2018.07-2018.08

Exchange visit to King's College, Nepal, to learn systematically about the UN SDGs and conduct field study in mountainous areas, and work with local social enterprises to propose solutions that are consistent with local sustainable development.

Nanchang University English and Japanese 2015.09—2019.06

and Debate, English Speaking and Writing, International Trade and Practice, Japanese Audiovisual Conversation GPA:3.85/4 Rank: 1/81

Scholarship & Skills

- **Academic scholarship**
- **Work** Outstanding Student Leader, Excellent League Member, Excellent Graduate, Excellent Volunteer
- **Skill Proficiency** in English and Japanese, Certificate of Test for English Major (Band 1 Certificate (Higher), China Accreditation Test for Translators and Interpreters (Band 2), T

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联合国注入科学文明标准：@Tony/深茂 感谢您分享的报告

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Clair Cheng

Wensan Road, West Lake District, Hangzhou City, Zhengjiang Province, China

(0)8615858265790

15858265790@163.com

April 6th, 2020

~~Cover Letter~~

Intern - Programme Management
Department of Operational Support

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Dear Hiring Manager,

My name is Chenglang and I am currently a graduate student in the Education School of Zhejiang University, majoring in Science and Technology Education. I was impressed with the ideals of United

Benno Wagner 正在发言

Huang Yan

886 Yuhang Tang Road, Hangzhou 310000 19817862956 2350177790@qq.com

April 6, 2020
Cultural Sector



Paris, France

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联合国注入科学文明标准 : @Tony/深茂 感谢您分享的报告

Dear Sir/Madam,

~~My name is Huang Yan. Now I am studying my master's degree in International Organization and Global Engagement in Zhejiang University.~~ After viewing the recruitment information in the official website of UNESCO, I feel passionate about being one part of UNESCO and qualified to apply for the internship for the sector of Culture in UNESCO with my skills and experience.

April 6, 2020
Cultural Sector
UN UNESCO
Paris, France



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In order to have this opportunity to work in UNESCO, I have practiced my language skills for several years and got the certificate of Test for English Major Band 8 which is the highest level of China's English test and passed the Japanese-Language Proficiency Test N1. By exerting my language skills, I also took the initiative to participate in volunteer work as the translator in all kinds of international conferences and academic seminar, like World Leisure Expo and so on.

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Microsoft Word interface showing the ribbon (File, Start, Insert, Design, Layout) and a table of styles (Normal, No spacing, Title 1, Title 2, Title, Subtitle). A notification bubble says "我正在发言" (I am speaking).

									应有针对性地说明对岗位的认识，展示与岗位相关的职业技能和能力。
<u>傅蓉</u>	UNHCHR								
<u>姜越</u>	GPC	A-	A-	A-	B+	B+	n/a	B+	Cover Letter 能说明申请动机，表明在 UNDP 实习的愿望，能简单介绍已有的实习经历和能力，但不够具体，特别是针对岗位职责中的社交媒体的工作，没有谈对南南合作和 UNDP 的认识，文字尚可，但不够精炼。建议 CL 中增加对南南合作，以及对 UNDP 在实现 UNSDG 目标的方面的理解和认识。
<u>姜琳</u>	CASS (legal)	A-	A-	B+	B+	A-	A-	B+	简历提供的个人信息完整，格式较好，但是中文本。Cover Letter 能表达申请动机，介绍学习和工作经历，语言和逻辑尚可。但 CL 不是自我介绍，二是要根据申请的岗位表明动机，针对岗位职责说明本人的职业技能和能力，谈对所申请机构或组织的认识，特别是有关 UNSDGs 的人人，因此不符合 CL 的内容要求。建议针对岗位职责重新准

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表格工具 模拟联合国招聘评审表 (个人简历和陈述部分) 浙大-WJ-2020.04... 王纪元

文件 开始 插入 设计 布局 引用 邮件 审阅 视图 帮助 设计 布局 操作说明搜索 共享

剪贴板 字体 段落 样式 查找 替换 选择 编辑

		动机	能力	共	语言	沟通	总计		
谢梓苏	UNESCAP	B+	A-	A	A	B+	A	A-	简历中信息要素全面，格式较好。Cover Letter 中未明确说明申请的岗位是什么，能力表明申请动机，能力根据岗位职责介绍本人能力和以往工作经历，但不全面，文中个别语句不通顺，逻辑一般。建议学习掌握 CL 的格式和内容要素，提高英文写作能力。
张艺琼	UNDP	A	A	A	A	A	n/a	A	Cover Letter 能较好地说明申请动机并举例说明适应岗位职责的相关能力和技能，但不够全面，文字流畅，逻辑清晰，书写格式较好。建议今后在表明申请动机时简要说明对所申请岗位的理解。
何佩帆	UNV (Wuhai Proj.)	A-	A-	A	A-	A	n/a	A-	Cover Letter 能较好地说明申请动机，以实例说明适应岗位职责要求的能力，但不全面，没有针对岗位的工作性质及环境说明自己的理解和认识，文字流畅，逻辑清晰，书写格式较好。由于是申请一个实际工作岗位(UNDP/UNV/CICETE)，CL 显得单薄。建议深入学习和了解相关机构（如 UNDP/CICETE）情况，以及 UNSDGs 的有关内容，应有针对性地说明对岗位的认识，展示与岗位相关的职业技能和能力。
傅蓉	UNHCHR								
姜越	GPC	A-	A-	A-	B+	B+	n/a	B+	Cover Letter 能说明申请动机，表明在 UNDP 实习的愿望，能简单介绍已有的实习经历和能力，但不够具体，特别是针对岗位职责中的社交媒体的工作，没有谈对南南合作和 UNDP 的认识，文字尚可，但不够精炼。建议 CL 中增加对南南合作，以及对 UNDP 在实现 UNSDG 目标的方面的理解和认识。



Break & Free discussion

Personal Curriculum Vitae

- **General Information**
- **Education**
- **Work Experience**
- **Publication**
- **Language and IT Skills**
- **Others**



Key words List1

Who you are and which position you are applying for

What motivated you for applying the position, extremely important

What skills and competences do you have to match the position

What is your compared advantage

Key words List2

Know the standards

Relevant

Professional motivation

Within 2 pages