# 商务英语简历范文英文(共12篇)

来源：网络 作者：落花时节 更新时间：2025-03-04

*商务英语简历范文英文 第一篇(female, 31) store manager, store operation/promotion, taobao customer service, taobao artists, marketing ...*

**商务英语简历范文英文 第一篇**

(female, 31) store manager, store operation/promotion, taobao customer service, taobao artists, marketing manager, English teacher, the teacher/ta, credit card/bank card business,...

Education: college

Expected salary: 3000-4999

Working years: 3 to 5 years

Working area: - zhoukou, henan

Working experience:

In March 20xx - September 20xx constant force hoisting machinery co., LTD. Sales back office

In October 20xx - September 20xx Xinxiang wins beautiful wallpaper co., LTD. Foreign trade and foreign trade manager (just begin to do foreign trade company, in the second year to have a special ministry of foreign trade)

Education experience:

In September 20xx - June 20xx institute of xinxiang

The international economic and trade professional

Introduce myself:

I character cheerful, warm, honest and trustworthy, hard-working, serious and responsible, can bear hardships and stand hard work, conscientious, strong sense of responsibility, learning spirit, good at communication with people

Give me a call, please make sure that in the xx nets see, thank you!

**商务英语简历范文英文 第二篇**

During the period of school was awarded triple-a student documents of foreign trade salesman of foreign trade English class A certificate The school speech contest second prize certificate, etc

Won the certificate of good staff and incentive in the work

No matter in life or work, is a confident, open and bright, can bring positive energy to all the girls I hope my next bole is you!

Hope work types: the hotel/restaurant manager

Hope salary: 3000-5000 yuan (RMB) hope job type: full-time working place of hope: xx county intention to submit time: 20\_/3/1

**商务英语简历范文英文 第三篇**

Name of School:SUN YAT-SEN UNIVERSITY

Highest Degree:AssociateDate of Graduation:20\_-01-01

Name of Major 1:Business EnglishName of Major 2:International Economics And Trade

Education experience:Start dateEnd dateEducation organizationMajorsCertificateCertificate No

20\_-0220\_-01ZHONG SHAN UNIVERSITYBUSINESS ENGLISHBUSINESS ENGLISH10558520\_06080344

**商务英语简历范文英文 第四篇**

Personal Details

Name: Miss. xiaowei zhong

Nationality: China (Mainland)

Current Place: Guangzhou

Height/Weight: 163 cm 50 kg

Marital Status:

Single Age: 25 years

Career Objective

Application type: Jobseeker

Preferred job title: Foreign language: Manager 、 Foreign trade/trade manager/supervisor: manager or director 、 Vocational education/training/family education: Teacher

Working life: 3 Title: No title

Job type: Full time Expected Start date: In a day

Expected salary: ￥3,500--￥5,000 Preferred working place: Guangzhou Shenzhen Zhuhai

Work Experience:

Company‘s name: Singapore A2M Imp. & Exp. and end date: 20xx-12-20xx-10

Enterprise nature: Soly foreign funded enterprisesIndustry: Electrical/electronics/communication equipment

Job Title: International Trade Manager

Job description: 1)Exploring overseas market, purchasing materials & selling finished products

2)Establishing good business relationship with foreign customers by E-Business, fairs and other channels

3)Making shipping documents

4)Following the logistics issues

5) Preparing and signing business contracts behalf of the CEO

6)Arranging duties for the staff

Reasons for leaving: Personal Development

Company‘s name: HONGKONG TOPCO CO.,LTDBegin and end date: 20xx-03-20xx-12

Enterprise nature: Sino-foreign joint venturesIndustry: Shoes/leather/toy

Job Title: Shipping Department Director

Job description: 1) Arranging shipping, including booking warehouse and ship, truck loading, custom clearance, making invoice, packing list and other export documents

2) contacting with HK marketing department; following the order with producing department; arranging customers’ quality inspector to inspect goods before loading

3) keeping in touch with custom clearance department, assuring the goods can be loaded smoothly

Reasons for leaving: Unconvienient traffic

Company‘s name: GUANGZHOU TRADE FAIRBegin and end date: 20xx-04-20xx-10

Enterprise nature: OthersIndustry: Others

Job Title: Interpreter

Job description: 1) Receiving foreign customers and translating

2)According to customers’ requirements, introducing the products and choosing the expected designs for them

3)Taking notes and exchanging business cards

4)Sending e-mail quotation and promoting the latest product models to the new customers

Reasons for leaving: Internship only

Educational Background

Name of School: South China Normal University

Highest Degree: Bachelor Date of Graduation: 20xx-07-01

Name of Major 1: Business English Name of Major 2:

Education experience: Start date End date Education organization Majors Certificate Certificate No

20xx-09 20xx-07 Lianjiang High Sckool High School

20xx-09 20xx-07 South China Normal University Business English TEM 8

Language Ability

Foreign Language: English Level: perfect

Language ability: basic Japaniess

Chinese level: perfect Cantonese Level: perfect

Relevant skills and abilities

Demonstrated achiever with exceptional knowledge of international business practices, and trade regulations.

Strong foreign trade background combined with fluency in several languages, including English with TEM8 (Test for English Major), mandarin and Cantonese

Self-recommendation letter

Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.

Address:

Mobile Phone

**商务英语简历范文英文 第五篇**

据了解，现阶段的商务英语班开设的数量多数大于学习商务英语的人，面对众多的培训机构，上什么样的商务英语班让不少学员难以抉择，专家建议学员最好根据各家的特色再结合自身的需要“对症下药”。

大致可以分为两类人，一是身处商务工作环境，二是希望将来在商务工作环境中工作。具体说来，一个商务英语的学习者在开始学习时就应具备很好的英语能力，能够有效地、有目的地掌握和消化新学的东西。商务英语作为职业英语的一种。与其他职业英语，比如旅游英语、法律英语、医用英语，一样是具有很强专业性的行业英语，共同点在于都要有英语的基本语言基础。要成为一个优秀的.商务英语人才，就一定要有扎实的英语基础。一个好的商务英语培训班除了传授专业英语知识外，西方企业管理的基本思想也是必不可少的。商务英语考试由中英双方合作引进中国，证书权威性高，被英联邦各国及欧洲国家商业企业部门作为英语能力证明的首选证书，新东方商务英语培训按学员水平和需求分为不同班型，全面提高应试技巧，帮助学员取得理想的分数。

相比较而言，BEC有英国严谨的学风，突出的是它的学术化，而TOEIC也有美国的特色，实用性较强。虽然商务英语“时尚”，但并不是适合所有的人，例如BEC的高级证书，难度还是比较大的，它要求学员有比较好的英语水平，因为它的目的性非常强，适用范围划分十分明确，因此，对于想提高英语水平的人并不是最佳选择。另外，商务英语适合的人群还包括：希望拥有一份国际通行的证书以增加自己就业砝码的求职者。经过一段时间，感到自己在商务英语的表达和交流方面，以及自身的商务知识和商务技能需要提高的外企公司在职白领。拥有BEC证书可以申请英国的MBA的留学者

商务英语就是我们理解商务场景下所应用到的英语，事实上它跟我们理解的英语口语、写作有本质上的区别，主要的区别在于一些词汇，基于不同的词汇，主要是名词

另外其他的区别还包括不同的句子，基本上为了适应不同的商务场合因此提出不同的词汇和句子，就构成了商务英语一定的特色。本质上跟普通英语没有很大的区别。

**商务英语简历范文英文 第六篇**

Comprehensive English, English Reading, English audio, English writing, English, English tone of voice, Britain and the United States country profile, English newspaper culture, international business negotiations, international business contracts, letters and telegrams of international business, international marketing, advanced English, English-Chinese translation, Ya thinking and so on.

**商务英语简历范文英文 第七篇**

Good sourcing and negotiation skiils, can get along well with peoples, optimistic, hard working, able to work under pressure and independence,strong sense of responsibility, excellent analytical skills, ability to analyze complex problems and excellent problem solving skills, high level of organization, and integrity, team work spiritr and leadership.

**商务英语简历范文英文 第八篇**

Job type: Full-time monthly salary requirements: Negotiable

I hope the candidates positions: Business / Trade / International Business candidates other jobs: salesman / sales representative

Hope that the Working Location: Shanghai, other duty stations:

>Self-evaluation

I am in school majoring in Business English professional, time and again was awarded a scholarship, she won an Outstanding Student Award, students Miyoshi title. Members at school to learn the post office, through the University of English and professional 4 6, the eight-question, and to participate in high-level Business English Certificate exams (BEC Higher).

I was a highly principled, practical work hard, have a sense of responsibility, caring, friendly, and have good communication skills, team spirit, strong adaptability and enterprise, learning ability.

**商务英语简历范文英文 第九篇**

男 25岁 广西人

学历： 本科

工作年限： 应届毕业生

期望薪资： 5000-8000元

工作地点： 广州 - 不限

求职意向：国际贸易专员/经理 | 其他贸易/物流职位 | 采购员/助理

工作经验(工作了8个月，做了2份工作)

桂林漓江大瀑布饭店

工作时间：20xx年7月 至 20xx年1月[6个月]

职位名称：康乐中心接待员

工作内容：本人于此五星级饭店康乐中心作为接待员实习了半年，为顾客提供健身和文娱活动服务，并获得了优秀实习生称号。

南宁市第一职业技术学校

工作时间：20xx年10月 至 20xx年12月[2个月]

职位名称：实习班主任及英语老师

工作内容：负责班级日常管理工作和英语教学工作。

教育经历

20xx年6月毕业 广西师范学院 商务英语

20xx年6月毕业柳州师范高等专科学校商务英语

专业技能

Word：熟练 经验：4年

语言技能

英语：较好 英语：较好

证书奖项

证书名称：C1驾照 颁发时间：20xx年4月

证书名称：全国计算机一级证书 颁发时间：20xx年12月

证书名称：全国公共英语 颁发时间：20xx年3月

证书名称：全国国际商务英语证书(一级) 颁发时间：20xx年6月

自我描述

为人诚恳，积极进取，适应力强，勤奋好学，脚踏实地，有团队精神。平时喜欢运动，打篮球。虽然欠缺经验，但是相信通过的努力，一定可以取得不断进步，为我们的团队做出应有的贡献。

**商务英语简历范文英文 第十篇**

Name: Miss Chen

Sex: Female

Date of Birth: 1985-10-10

National: Han

Height: 164 Weight: 48

Place of origin: Shanghai

Current location: Shanghai

Education: Undergraduate

Political outlook: Party members

Graduate institutions: Jiangxi Normal University

Graduation Time: June 20xx

Studies by category: Foreign Language category

Professional title: Business English

Contact Tel:

Educational background / training experience

And professional expertise

Foreign Language: English Language: 6

Computer capability: Putonghua at the provincial level: good

Presentation and other professional expertise

Majors:

Comprehensive English, English Reading, English audio, English writing, English, English tone of voice, Britain and the United States country profile, English newspaper culture, international business negotiations, international business contracts, letters and telegrams of international business, international marketing, advanced English, English-Chinese translation, Ya thinking and so on.

Minor courses:

Japanese, international finance, management, organizational behavior, accounting, economics.

Personal strengths:

I was a highly principled, practical work hard, have a sense of responsibility, caring, friendly, and have good communication skills, team spirit, strong adaptability and enterprise, learning ability, interest in a wide range.

Personal practice, work experience

20xx/08--20xx/09 drama rehearsal话剧社in a foreign language, on behalf of Xinyu College to participate in social performance

20xx/07--20xx/09 in the \_stars of hope\_ remedial classes as English teacher

20xx/10--20xx/10 \_11\_ color TV during the promotion to do in Nanchang

20xx/07--20xx/09 Putuo District in Shanghai as the three teachers tutor students

Job intentions

Job type: Full-time monthly salary requirements: Negotiable

I hope the candidates positions: Business / Trade / International Business candidates other jobs: salesman / sales representative

Hope that the Working Location: Shanghai, other duty stations:

Self-evaluation

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**商务英语简历范文英文 第十一篇**

Computer Rank Examination AOA, 89, March 20\_

The TEM4 and TEM4 Oral English Test passed, April 20\_

CET6: 521, June 20\_.

Employee of the Month, yuzhi education organization, July 20\_.

Zhejiang A&F University, 20\_ Academic year, 3rd place scholarship award for scholastic excellence, September 20\_.

Mandarin Level Test Certificate: B-grade, October 20\_.

**商务英语简历范文英文 第十二篇**

Application type:Jobseeker

Preferred job title:Foreign Trade / Import-Export Manager / Supervisor: Imp & Exp Supervisor 、 Foreign Trade Merchandising Manager/Supervisor: Merchandising Supervisor 、 Group Purchasing Manager/Supervisor/Sales: Purchasing Supervisor

Working life:8Title:Senior title

Job type:Full timeExpected Start date:In a month

Expected salary:￥12,000～￥14,999Preferred working place:Guangzhou Guangzhou Guangzhou

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