# 英语工作简历介绍范文(优选19篇)

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*英语工作简历介绍范文1OBJECTIVEHuman Resources, Recruiter, Benefits Advisor, ManagerRELOCATETo obtain a Human Resources position wi...*

**英语工作简历介绍范文1**

OBJECTIVE

Human Resources, Recruiter, Benefits Advisor, Manager

RELOCATE

To obtain a Human Resources position within a goal oriented company that has future opportunities for advancement.

EXPERIENCE

1999 V October 20\_ Heritage Homes of Indiana Shelbyville, In.

Director of Human Resources / Payroll Manager

Oversee operations of the corporate office and nine Certified Medicaid / Medicare healthcare facilities employing over 650 employees.

Responsibilities included:

Senior executive recruitment for all senior management personnel.

Writing and implementing company policy and procedures.

Maintaining current knowledge and interpretation for all State/Federal laws and regulations.

Served as an officer on the Corporate Compliance Committee.

Serve as the Employee Grievance Officer for 650 employees.

Plan ^v^ for all company Health and Dental Insurance.

Risk Management Officer and Worker Compensation ^v^

HIPAA Compliance Officer.

COBRA administration and manage the coordination of benefits.

^v^ V 1999 . Johnson\'s Fine Jewelry Greenwood, In.

Store Manager

Managed all production and procedures for custom jewelry start to finish.

Responsible for all Human Resource duties.

Extensive contact and relationships with vendor representatives, trade accounts and advertising media.

Responsible for all administrative duties including all daily banking transactions, customer relation issues and training of all new staff.

1987-^v^ Greenwood, In.

Sales, Facility Assistant Manager

Responsible for key marketing campaigns and strategies, generated high volume sales, customer care issues, required quarterly reporting on sales figures and quotas and personnel training of clients.

EDUCATION

1987 V 1990 Indiana University / Purdue University Indianapolis, In.

Business Marketing and Human Resources Administration

American Council of Exercise (ACE) certified personal trainer for 17 years.

REFERENCES

FURNISHED UPON REQUEST

**英语工作简历介绍范文2**

1.前面一定加地区号，如（86-10）。如果你是在向外国公司求职，你的简历很可能被传真到伦敦、纽约，大家不知道你的地区号，也没有时间去查。另外，国外很流行“user friendly”，即想尽办法给对方创造便利，尤其是在找工作时，更要加深这一意识。

个号码之间加一个“-”，如6505-2266。区号后的括号和号码间加空格，如（86-10） 6505-2266.这是英文写作的规定格式。

3.写手机或者向别人通报手机时，也有一定的规范，要用“4-3-4原则”，如“1380-135-1234”

教育背景

1.时间要倒序，最近的学历要放在最前面；学校名要大写并加粗，这样便于招聘者迅速识别你的学历。学历，可以把学历名称放在最前

2.地名右对齐，全部大写并加粗。如果是投递给外国的公司，地名后一定写中国。例如，海口（Haikou）的拼写与日本北海道（Hokaido）的拼写很相近。读简历的可能是外国人，不知道的会搞不清楚是哪个国家。

3.社会工作，担任班干部，只写职务就可以了；参加过社团协会，写明职务和社团名，如果什么职务都没有，写“member of club（s）”。社团协会，国外一般都用club.不必写年月和工作详情，有些可留待工作经历中写。奖学金，一般用一句话概括。如果有多个，也争取用一句话概括。成绩，如果不是前五名，建议不写。因为如果排在五名之外，感觉你不是一个最优秀的学生。一旦写上，有些人会穷追不舍地发问，让你尴尬。

**英语工作简历介绍范文3**

职业经历是整个简历中最重要的部分。毕竟我们是求职，学术水平和活动经历都只是用来证明个人综合素质的，招聘官真正想看的是你能否为公司创造价值、你的能力和经历是否符合公司岗位的要求。因此，他们会花最多的时间来阅读简历中职业经历的部分。

一般来说，职业经历中所涵盖的内容主要是实习或者全职工作的经历，不过，在校内所参加的职业导向的社团经历其实也可以算作是职业经历的一部分，这个主要是在实习经历不足的情况下做一些对自己职业能力的补充，比较适合低年级的学生。比如说类似于“校园金融协会”或者是“校园商业社团”等社团和学生组织，有与求职方向相关的经历也都可以写上去。

对于一份职业经历，招聘官最关注的是以下几点:

那么根据以上几点，我们的职业经历部分就可以写成这样：

实习的单位名称用黑体加粗表示，具体的英文名称请向实习单位核实，因为有的单位是有专门的英文名称的，一般是用于对外业务使用。如果没有专门的英文名称的，那么也可以自己按照公司的业务类型去翻译一下名称。最好不要直接拼音翻译整个名字，这样不利于招聘官理解业务性质。

例如“腾讯科技”的官方英文名是“Tencent Technology”，如果没有这个官方英文名的话，可以翻译成“Tengxun Technology”，这样至少体现了公司的主营业务类型，千万不要写“Tengxun Keji”，这样就不知道这个公司是干嘛的了。

逗号隔开后，写上自己的实习岗位名称，这个岗位名称最好跟英文的职位描述（Job Description）上的英文职位名称一致，这个一般是可以找HR或者老板要到的。如果没有英文的职位描述，那么就需要自己翻译。一般这个职位名称是跟工作的性质有关系，例如做投资分析的实习生，那么就是“Investment Intern”或者“Summer Investment Analyst”，如果是做市场营销的，那么就可以写“Marketing Intern”或者是“Summer Marketing Specialist”之类的。反正只要能让招聘官看出来你是做啥的就行了。

然后就是写上实习的所在地以及时间段，这个比较直接，没啥好说的。实习的时间段不需要写具体日期，只要把月份写上就行了（这样也能让你的实习时间看起来更长一点）。

接下来就是重中之重，也是招聘官最感兴趣的：实习内容。很多同学都感觉，有的时候在实习的时候做了很多的事情，也有很大的收获，但是写在简历上就看起来干巴巴的。这个可能主要是因为我们只写了实习当中做了哪些事情，而并没有把这些事情或者任务放在一个更高的角度去考虑。

我们可以思考一下招聘官的视角和想法。招聘官最关注的，无非就是你作为一个员工，能给公司带来什么价值。同时，招聘官也非常关注你简历的真实性，怕你的实习经历都是编的。那么我们在写实习内容的时候，就要把招聘官想看的东西，突出来给他们看。

这里我总结了一个写实习内容的公式：

Task + frequency/quantity + purpose + quantifiable results

也就是你的任务、你做这个任务的频率或者次数、这个任务的目的、以及所产生的可量化的结果。

这么写的话，就可以把招聘官感兴趣的信息都呈现出来了。下面我们来举个例子说明一下：

比如说，很多小朋友在做实习的时候，都会协助领导们做ppt，然后拿到客户会议中去使用，或者是帮领导准备会议材料，有的时候会涉及到对于客户及客户所在行业的研究。那么这样一个任务，我们应该怎么写呢？

首先，我们要看看，task是什么。其实task就是做ppt或者准备会议材料，那我们就直接写“prepared many meeting slides（准备了很多会议ppt）”嘛？那当然是太简单了。我们可以进一步的思索，我们为了准备这些幻灯片，都做了哪些工作呢？

比如说，我们所在的企业是一个商业服务类的软件公司，为客户提供商业软件服务，然后这次客户会议的主题其实是讨论客户一直以来的一些使用问题 。那么我们在准备会议材料之前，当然是要先研究客户对于我们所提供的商业软件服务的使用方式和习惯，以及以往的一些邮件交流或者投诉记录，才能知道客户遇到了哪些问题并出现了哪些困扰。

那这样一来，我们的工作就不止是画ppt了，而是对客户的使用习惯以及反馈进行分析，并提供分析摘要或者报告。我们就可以写“Performed inpidual level user activity deep pe”或者“Analyzed feedback on software performance and effectiveness from clients”，这样子看起来，是不是立马比画ppt要高大上了许多。

接下来呢，我们就可以思考做这样一件事情的频率或者次数了。例如你在公司的客户关系部门工作，经常要和客户沟通产品的使用情况，基本上每周都需要你出这么一份针对不同客户的报告，那你就可以写“Analyzed feedback on software effectiveness and produced weekly performance reports”。如果是不定期的，在整个实习期间一共出了四五份报告，那你也可以写“Performed inpidual level user activity deep pe and produced five performance reports”。这样一来，你在团队中的职责就非常的明确了。

接下来我们要做的就是提升你所做事情的重要程度，让招聘官看到你能为企业带来的价值，也就是描述我们所做的事情的目的（purpose）、以及所带来的影响或结果（results）。再继续回到我们刚才的例子，比如说我们通过研究客户的软件使用习惯来制作与客户会面的材料，那么制作这个客户会议材料的目的又是什么呢？

我们可以进一步思考，或者是去和领导或团队成员沟通，得到会议的主旨或者内容，以便于我们分析会议目的。例如会议的内容是帮助客户提升使用体验，那么我们就可以写“Analyzed feedback on software effectiveness and produced weekly performance reports to enhance user experience”。这样看起来就更加高大上了一些，也十分的合乎情理，因为即使最普通的事情，在一个团队或者一个公司中，都有其特定的目的，要知道老板是不会随便给你派活的。

最后一步就是加入我们所做的工作所带来的影响或者结果，这样的结果最好是可以通过某些指标体现或者量化。客户是企业的收入之源，所以与客户相关的量化指标对于很多企业来说尤为重要。

再回到我们那个准备ppt的例子，我们可以继续思考一下，在我们实习期间，有没有什么跟客户相关的量化指标有提升的，或者公司与客户之间的互动有没有什么大事件。例如客户投诉率下降了10个百分点，或者说某一个重要客户在某次客户会议之后选择续约，我们都可以作为可量化的结果写上去。

那我们的工作内容就变成了“Analyzed feedback on software effectiveness and produced weekly performance reports on user experience, decreasing customer complaint rate by 10%”，或者是“Performed inpidual level user activity deep pe to prep company executive for important client meetings, saving one strategic client from terminating the service contract”。哇，这么一看，我们的工作真的是好重要好有成效，为公司创造了很大的价值呢！

这样写的好处就在于告诉了招聘官你所具备的技能或者你有过的工作经历可能在未来为公司创造那些价值，也同时告诉了招聘官，你在工作的时候不会一味的埋头苦干，而是会经常思考，并且你的思考具备高度和深度。由于你能够拿得出具体的可量化结果和影响作为佐证，招聘官也会觉得你的实习经历比较真实。

不过这里有一点一定要注意噢，你的工作所产生的影响以及结果一定是真实的，量化指标的变动要合乎常理、要贴近实际，不能天马行空胡编乱造，也不能把整个团队或者公司的业绩都算在自己的头上。

千万不能说我在沃尔玛做了两个月的实习收银员，便帮助企业取得超过5000亿美金的年收入，这个就太夸张了，而且肯定会给招聘官留下很不好的印象。

职业经历这一部分建议大家写完之后多斟酌、多修改，也可以多找一些职场人士帮忙看看，提一些意见，最后能够达到合理可信、但又突出的展示了你的能力和价值，便是非常理想的状态了。

**英语工作简历介绍范文4**

我觉得做任何事情之前，都应该追本溯源的思考一下做这件事情的本意。那么同样，在开始写简历之前，我觉得我们应该先聊聊写简历的本意。

简历的本意是一份简洁描述相关经历和技能的文书。那么这其中有两个最重要的特点，一个是简洁，另一个是相关度。我们可以把简历看做是营销自己的一份文案，投简历的过程便是利用这份文案营销自己的一个过程。你要把你自己的技能、知识、以及经历，做为整体销售给一个企业，以此来换取面试的机会。所以不光你需要知道自己有什么，你还需要知道企业想要什么。

因此好的简历便应该是主次分明、十分具有针对性的，才能达到让招聘官一目了然就可以了解你是否适合这个岗位的目的。通常来说，招聘官在每一份简历上所花的时间不会超过30秒钟，有的甚至会更少。所以一份简历的结构、工整程度、甚至是字体、行间距、标点符号这种细节，其实都是至关重要的。

一份质量欠佳的简历往往会出现以下三种类型的问题：

所以说，写简历还真的是要很花心思的呢！

接下来我们进入正题，手把手的教大家写出一份高质量的英文简历。我会按照英文简历的几个主要板块为大家逐一介绍写作方法以及需要注意的方面。英文简历和中文简历在内容和板块划分上有一些不同，大家也要注意区分。

由于本篇比较长，我制作了一份写简历的思维导图供大家参考，我也会按照这个顺序来介绍每一个板块具体怎么去写，也会举一些例子进行说明。

接下来就让我们直奔主题吧（干货预警）！

**英语工作简历介绍范文5**

Robert T. Smith

195 Braxton Street

Mendota, IL 61342

Email ID: robert\_

OBJECTIVE

To further my career with a growth-oriented firm that will allow me to utilize my experience and knowledge as a technology manager.

KEYWORDS

Perl, Linux, Apache, Mason, HTML, XML, XSL ,JavaScript, Java, MS C++, ASP, 8086 Assembly, Fortran, COBOL, network firewall and hack-proof server installation and configuration, and automatic mass website building.

EXPERIENCE

XYZ Technologies, Dallas, TX

Manager, 1998 - Present

Organized and managed various computer-related projects. Supervised a research and development team of twelve employees. Designed and implemented fresh employee training programs.

ABC Systems, Dallas, TX

Lead Programmer, 1993 - 1998

Developed part of the core of the product TowerWorks: an administration platform for ASP (Application Service Provider). Developed hi-end tools for integration and customization with third party products. Programmed and designed the Unix provisioning system.

EDUCATION

University of Richmond

., Computer Science, 1993

REFERENCES

Available upon request.

**英语工作简历介绍范文6**

Last name, street address, city, state, zip code (mobile / home) e-mail address resume does not have a ^v^resume^v^ but just your last position. You can add these positions together. If it helps your target position, it\'s better to mention at the end that you have other roles.

What you need to do is list all the details of your roles in these two positions Wilchen has given a lot of hints. Good luck.

中文翻译：

姓氏街道城市，州，邮编（手机/家庭）电子邮件简历没有“简历”只是把你的最后一个职位，你可以把这些职位加在一起，如果这对你的目标职位有帮助的话，最好在结尾提一提，你还有其他一些角色你需要做的是列出你在这两个职位上的角色的所有细节威尔陈已经给了很多暗示祝你好运。

**英语工作简历介绍范文7**

）I saw your advertisement for a sales engineer in Jinan Daily. I would like to apply for your advertisement in Jinan Daily yesterday. I am very interested in discussing whether your company can obtain the position of sales engineer.

I have read your advertisement with interest. After I have completed my four-year college course, I would like to accept your company\'s challenge. I am employed by ABC company.

I believe that I am psychologically and academically ready. I believe I have the appropriate qualifications and experience to hold this position. Therefore, I enclose my resume when I graduated.

My first job is in the next job. I am currently working because I am free for an interview every afternoon. Please contact me.

I hope I can attach it after reviewing it After the resume, you can give me an interview opportunity, so that I can explain my study and work experience in detail. I hope you can consider my application and approve me with the experience I have accumulated. I hope the salary is not less than.

中文翻译：

）我在《济南日报》上看到贵公司招聘工程师的广告，我想应聘贵公司昨天在《济南日报》上刊登的招聘广告，我很有兴趣探讨贵公司能否获得工程师的职位。我感兴趣地看了贵公司刊登的广告在我完成大学xx年的课程后，我想接受贵公司的挑战。我被ABC公司雇佣，我相信我在心理和学术上都准备好了，我相信我具备担任这个职位的适当资格和经验，因此，随信附上我毕业时的简历，我的第一份工作是在下一份工作的，目前我正在工作，因为我每天下午都有空接受面试，请联系我，希望在审阅完我随函附上的简历后，您能给我一个面试机会，以便我详细说明我的学习和工作经验。

我希望您能考虑我的申请并批准我以我积累的那种经验，我希望薪水不低于。

**英语工作简历介绍范文8**

James V. Archenemy

2447 Rockford Mountain Lane

Durham, NC 27713

Email id –

OBJECTIVE

Human Resources and Office Specialist

RELOCATE

OBJECTIVE

To secure responsible position that will challenge my abilities allowing me to fully utilize my problem solving, organizational, customer service and communication skills.

PROFILE

Well qualified Professional. Experienced in fast paced environments that depend on efficiency and accuracy. Exceptionally competent. Self-starter with strong Human Resources background. Recipient of American Bankers Association coveted Outstanding World-Class Customer Service Award.

WORK HISTORY

Bank of America, MidAtlantic Consumer Bank, Personnel

January 20\_ - Present

Responsibilities include but not limited to employee relations, benefits, payroll Specialist, database management, ensuring compliance of all legal and government reporting and policies for the pisions

Participate in recruitment efforts for exempt and non-exempt positions; schedule interviews, coordinate temporary staffing for the pision

Serve as the point of contact for all personnel employee matters and provide guidance to associates

Coordinate and monitor leaves of absences in designated markets in the pision

Ensure compliance and consistency of company policies, procedures and best practices

Track reviews and handle performance management issues with managers and associates

Salary Specialist that includes merit increase, salary adjustment and changes, transfers, leave of absence, etc.

Participate in recruitment effort for exempt and non-exempt personnel; coordinate advertisements and position postings;

Monitor personnel hiring and terminations and ensure accuracy of data input and systems access for associates

Prepares and compile data for staffing and persity related reports and distribute to management

Maintains employee confidence and protects operations by maintaining personnel data confidential and accurate

Communicates with executives and line management to gather and convey relevant information to associates

Washington Hospital Center, Recruitment & Employment, Human Resources

February 20\_ - January 20\_

Provided direct support for recruitment in a 6,000 employee healthcare organization that include recruitment efforts

Processed over 100 new hires on a monthly basis that include assigning employee numbers, scheduling pre-employment physicals, background and reference checks, verification of education and credentials/licensures

Ensured that the employment process is in compliance with hospital philosophy, policies and procedures and Federal and District of Columbia laws and coordinates and facilitates new hire orientation

Recruit candidates for various department positions and ensure that the application process meets standards

Duties included maintaining long-term customer relationships and act as primary liaison between employees and outside vendors

Verified identification and the authorization to work in the United States for new employees, requisition employees, and rehires

Screened resumes and applications and conduct preliminary interviews for entry-level and nursing positions to identify qualified applicants

Generated monthly queries for management review; administer HR tracking system for new hires and terminations

Coordinated and participate in job fairs/open houses and maintain calendar for upcoming events

American Bankers Association (1995-20\_), Administrative Manager, Membership

February 20\_ -November 20\_

Managed the administrative processes that include supervising support staff, compose correspondence, departmental calendars, office supplies, expenditures, and technical support and vendor relations

Managed departmental $3M budget; forecast changes and monitor all monthly expenses

Managed logistics for executive committee meetings that include but not limited to facility, attendees, agendas and travel arrangements and attendees for events

Developed and coordinated members and nonmembers membership invoice mailings and track payments for membership dues

Ensure adequate phone coverage for the department

Sr. Human Resources Partner

November 1995 -January 20\_

Assisted the Association of 500 employees with staffing and recruitment processes; administered pre-employment test, screened resumes, scheduled interviews, employment verifications, completed background and reference checks Processed personnel actions that included salary adjustments, merit increases, transfers, leave of absence, pension Calculations, metro check deductions and benefits programs

Coordinated new employee orientation and ensure that new hires paperwork is completed accurately

Updated the vacancy announcements, bulletin board, ABA web pages, job line and external web sites

Composed and submitted job ads to various recruitment sources and tracked monthly advertisement expenses

Managed the internal temporary staffing pool and youth employment programs for various internship positions

Scheduled and interviewed candidates for administrative positions

Formulated and assembled personnel policies and procedures to various department in the Association

Scheduled and coordinated blood drives and influenza shot programs for the Association

MCI Telecommunications Corporation (1987-1995), Accounts Payable Analyst, Marketing Analysis

October 1994 -August 1995

Researched financial reports on the Accounts Payable database system Processed invoices and reconciled accounts

Maintained overdue invoice reports, discrepancy ledger accounts and tracked purchase orders

Developed and maintained a filing system to track invoices more effectively and managed accounting related projects

Executive Secretary/Administrative Assistant, Marketing

August 1987 -September 1994

Assisted the Director of Marketing with the daily operations of the department and provided administrative support to Director and staff that include composing correspondence, office supplies, travel arrangements, technical support and vendor relations

Coordinated logistics for executive committee meetings, calendars and travel arrangements

Tracked departmental expenditures that include but not limited to purchase order management, petty cash and vendor payments

Maintained specialized database system on workstation occupancy

Supervised temporary employees on special projects and provided administrative and project management support to department

National Coalition, Receptionist/Word Processor

December 1986-August 1987

Provided receptionist and word processing support to staff

Typed correspondence and developed presentations, travel arrangements, meeting planning and coordinate fundraising events

Performed clerical duties assigned that included distributing mail, filing, faxing and Xeroxing

Georgetown University Hospital, File Clerk, Medical Records

January 1985-December 1986

Retrieved medical records requested by physicians and filed lab work in patients records

Transcribed physicians diagnosis on patients care by using a Dictaphone

Performed duties assigned by Office Manager

EDUCATION

Thomson Education Direct

May 2025 - Present

Human Resources Management

American University

January - June 1997

Society for Human Resources Management - Certificate Program -May 1997 Management Practices, Selection & Placement, Training & Development, Health/Safety & Security, Employee & Labor Relations, Compensation & Benefits

Strayer Business College

January 1992 -December 1992

Business Specialist

TRAINING & DEVELOPMENT

Basic Supervision, Business Writing, Dale Carnegie-Effective Speaking & Human Relations, Time Management, Speed-Reading, Stress Management, Myers Briggs, Interviewing People, Management Skills, Project Management, Medical Terminology, Telemarketing, CPR Certification, SHRM -Professional Membership

COMPUTER SKILLS

Microsoft Suite, Outlook, Word, Excel, PowerPoint, Access, Publisher, WordPerfect , Lotus Notes, HTML/Web Site Design, HRIS Systems, Database Management Systems, PDS/^v^

Professional References Available Upon Request

RICHARD ANDERSON,

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

Also see: HR Specialist Resume

**英语工作简历介绍范文9**

Name: xxx nationality: China

Current location: Guangzhou National: Han

Exit and Entry: Zhanjiang is: 172 cm 55 kg

Marital Status: Single Age: 28-year-old

Training Certification: integrity badge:

Job search intention and work experience

Personnel types: ordinary job

Position: Sales Manager / Director: Foreign Trade with the single / head of the Assistant Executive Officer / General Manager Assistant Manager Assistant / administration of foreign trade with a single garment with a single

Work Experience: 4 Title: High

Job type: full-time can be reported for duty - a week

Monthly requirements: 3500 - 5000 hope that the working area: Guangzhou Guangzhou Guangzhou

Personal experience: Tianwaitian Guangzhou Garment Co., Ltd. - with a single high-level foreign trade

Nature: French-owned (headquartered in Hong Kong, the production base located in Guangzhou, Conghua)

Size: 300 or more

Main underwear (shorts, chest, hanging skirts, vests, etc.)

Follow-up customers: Erodif off, Ganty off, Women Cecret off, Well-off, Connel off.

Guangzhou has a Co., Ltd. - with a single high-level foreign trade

Character: Hong Kong-owned (the United States, to set up an office of the Shanghai, Guangzhou-based foreign trade companies)

Size: 100 or more

Main knitted / woven type (T-shirt, jacket, pants, jeans, suit, over coat, brand-wide order to do Europe and the United States, such as QVC, MARRIANE, Tom, JIMMY, etc.)

Main results:

1. An independent follow-up samples and order all the processes to ensure quality goods and delivery:

1. Direct communication with the United States to follow up on customer orders process, including proofing, approved color, pricing, placing an order for materials, outsourcing, production follow-up, JINCANG, so the relevant documents (for example, CONTRACT, PACKLIST, INVOICE, B / L , C / O, ETC.), shipping, handling and shipping after the resolution of the guests complained about the quality of goods there (mostly carried out through daily e-mail communication).

2. Check out the goods under the factory (before / during / end of search); look at factory / stock checking;

**英语工作简历介绍范文10**

Personal information

Name:

Education: master of engineering

Mobile phone:

Email:

Mail Address: Room 402, No. 32, Lane 1133, Zhang Yang Road,

Pudong, Shanghai, PRC, 20xx20

Work Experience

Jan 20xx--Oct 20xx. Zell Consulting Co. Ltd, Immigrated and lived in New Zealand. Responsible for trade fairs between New Zealand and PRC.

Aug . US based BEPEX (formerly US Branch of Hosokawa Group). My responsibilities continued coverage in Hosokawa Shanghai Rep Office with Sales consultancy and project management jobs on PRC.

- Be in charge of sales and marketing jobs for Bepex’s SSP technology (including equipment and engineering services). With sales size ranging from million to USD5 million, my clients mainly include Liaoyang Petrochemical Company of CNPC, Wuxi Taiji, Zhangjiagang Junma, Huzhou Unifull and Shanghai Wenlong.

- As project manager, I have been actively involved in the whole project execution process, including the initial technical presentation, technical and commercial contract signing, basic/detail engineering design, installation and process start up, coordination with US engineering department and PRC clients and local engineering company.

Major skills

Rich experiences in sales and engineering project management

Managerial skills in operation of rep offices

Intimate sense in business

Education

Sept 20xx- , Dong Hua University(Formerly known as China Textile University, Master’s degree in Engineering obtained, research subject was using single chip computer to collect and monitor the signals from the process machine.

**英语工作简历介绍范文11**

Tom P. Thompson

1551 Camden Street

Reno, NV 89501

Email id -

OBJECTIVE

To obtain a Human Resources assistant position

RELOCATE

Experience:

Teller, Bank of America, Atlanta 01/05 - present

Educated customers about bank products

Referred products for sale to personal banker

Resolved instant issues for customers

Provided transaction services to customers

Office Assistant, Southeast Dental, , Atlanta 01/04 Â¡V 01/05

Filed dental insurance claims

Verified patientsÂ¡Â¦ dental coverage

Scheduled appointment for patients

Answered basic questions regarding patientsÂ¡Â¦ benefits and claims

Registrar Office Assistant, Georgia State University, Atlanta 06/02 Â¡V 05/03

Filed and Mailed out Transcripts and Verifications for registrar office

Prepared tubes and mail labels for graduation office

Prepared microfiches for records office

Filed studentsÂ¡Â¦ records

Tutor, Gainesville College, Gainesville 06/01 Â¡V 08/01

Tutored middle school students in math

Helped students understand the basic concepts of middle school math

Sale Clerk, Sears and JC Penney, Gainesville 06/99 Â¡V 08/01

Responded to customer inquires

Assisted with customer needs, and cahier

Education:

in Management, Fall 20\_

Skills:

Strong customer service, highly responsible for the position, ability to accept mistakes and make improvement, fluent in Vietnamese, Microsoft Office 20\_

**英语工作简历介绍范文12**

这个版块也比较好写，主要就是个人的一些职业技能以及专业知识的展示，同时还有一些个人兴趣和语言技能方面的信息。虽然说这个版块很好写，但是写起来也一定要慎重，不能把自己比较半吊子的一些技能都写上去，否则在面试的时候肯定免不了被面试官各种问话。

总的来说，这个版块有以下几个部分组成：

职业技能就是你在职场上所需要用到的一些技能，例如一些工作平台或软件的使用，最基本的就是Office三件套，Word、Excel、以及PowerPoint，这都是老朋友了。稍微专业一点的就是类似于彭博终端、万德、慧博智能等等。其他的就是一些类似于数据分析或者编程所需要用到的R、Python、Java等等 。

专业技能或者专业知识就是跟你所学的专业相关的技能及知识。如果是金融专业的学生，那么专业技能可能就是金融建模（Financial Modeling）、风险控制（Risk Management）、会计（Accounting）、衍生品定价（Derivatives Pricing）等等。由于其他专业的专业知识我个人也不太熟悉，在这里就用金融或者经管类专业做个例子。

语言技能就很直接啦，你会说什么语言也都可以写上去。不过在写语言的时候，最好备注一下你的语言达到了什么水平，这里提供几个水平以供参考，由低到高分别是基础（Basic）、中等（Intermediate）、流利（Fluent）、精通（Proficient）。如果是求职香港或者国外的企业，粤语也可以算作一种语言，所以广东的小朋友们不要忘记加上粤语噢！

兴趣就更加直接了，你平常喜欢干什么、有什么爱好，都可以写上去。例如说基本的体育运动，篮球、足球、羽毛球、高尔夫球，还有一些高端的高尔夫、赛马、帆船、击剑等等都是可以写上去的。艺术类的爱好也当然可以写，唱歌、跳舞、书法、画画、各种乐器，都是非常好的。

我会建议写一到两个比较有特点的或者有个人特色的、别人一看就能记住的兴趣爱好，比如茶艺、插花、蹦极、潜水、煮咖啡、变魔术、甚至是撸猫，都是可以写的，只要这是一个恰当的兴趣爱好。有意思的兴趣爱好可以增加你和面试官的谈资，面试官也会觉得你是一个特别有意思的人，从而增加你被录取的几率。

一个金融专业学生的技能及兴趣板块就有可能是这样子的：

这样写出来，层次分明，严谨又不失有趣，看起来就是一个工作认真、又非常有生活的人。

英文简历的几大基本板块就介绍完啦！按照这个套路写出来的简历肯定是一份达标的英文简历。不过如果要简历变得更加出众，能够一眼就让人留下深刻印象，还是需要多找职场人士提供反馈意见并不断修改。好的文书永远都是改出来的而不是写出来的。

~~~~~~~~~~~~~~~分割线~~~~~~~~~~~~~~~~~

新鲜出炉的外资投行工作三部曲，同样全是干货！不要错过。

临近秋招啦，不少小伙伴都在问我投行咨询等金融求职相关的问题，发现很多困惑和焦虑是共通的，所以小熊决定为大家搭建一个金融求职抱团群，不定期为大家分享最新求职信息，答疑解惑以及分享文中提到的英文简历模板等金融类求职资料。需要的话可以联系我的We/Chat haribotomato。感谢大家对小熊的信任和支持～

**英语工作简历介绍范文13**

对于本科和研究生求职来说，教育经历其实就是高等教育经历，是指你从大学本科开始的所有教育经历，包括本科教育经历、研究生（或更高）教育经历、或者是一些正规的交换项目/暑期项目的教育经历。

有一些同学会把高中的教育经历都写进去，通常来讲这样实际上是不符合规范的，招聘官对你的高中教育经历也不会有什么太大的兴趣。但是话又说回来，如果是大一的小朋友去求职，在没有什么大学专业课程的情况下，简历上确实可能需要加上高中的教育经历，例如学校名称、毕业时间、年级排名、标准化考试成绩等等。到大二、大三了以后，记得把高中的教育经历去掉就好了。

教育经历中需要包括的信息主要是以下几样：

比如说一个在ABC大学读本科、大学期间有在伦敦政经（London School of Economics）的交换经历的同学的简历，排版一下大概是长这个样子：

这里来详细说说教育经历部分的信息。

学校名称和所在地就不说了，是最基本的信息。

这个预计毕业的年月，其实主要是告知招聘官你可以全职入职的时间，这个其实是非常重要的一个信息。很多人会觉得，不知道是否能够按时毕业，所以写上入学的时间，但是其实入学的时间对于招聘官来说，没有太大的意义 。因此这里建议是写上预计的毕业时间，如果碰上延期或提早毕业的情况，那再对简历进行修改或者通知招聘官就好了。

所获文凭和类别主要就是你所在的教育机构或者教育项目给你颁发的文凭种类。例如本科学位就是Bachelor’s Degree，硕士研究生学位就是Master’s Degree。美国的教育很多时候也分文理、工商等等，所以文凭这一块是要写清楚的。

比如说一个本科经济学专业毕业的学生，拿到的是文学学士的文凭，那就可以写Bachelor of Arts in Economics，一个研究生金融专业毕业的学生，拿到的是理学硕士的文凭，那就可以写Master of Science in Finance。具体的文凭种类还是要和学校去核实，因为有可能所投递简历的企业会对你进行背景调查，所以最好还是与未来毕业证书上的官方信息一致。

那么对于一些非文凭类的教育项目，例如交换项目或者暑期项目之类的，就可以写上Study Abroad Program（留学项目）、或者是Exchange Program（交换项目）、或者是Summer Program（暑期项目）。

这种非文凭类的教育项目其实也可以省略不写，或者是在正式的教育经历中加一行一笔带过。不过如果没有特别多的职业经历或者活动经历可以写的话，那也是可以写上，这样会让简历看起来更加充实。

GPA是一个很重要的信息，因为这代表了你的学术水准，这个是作为招生官评估你学术能力和个人素质的一个重要衡量标准。诚然，不同的学校会有不同的GPA标准，有的学校给GPA很难，有的学校的GPA却比较好拿，所以有经验的招聘官也会根据学校的学术水平来做调整。

一般国外的GPA是按照作为满绩，在国内的同学也可以使用百分制或者找学校问转换成制的GPA。如果有院校或者年级排名的话，也可以附上，作为一个学术能力的证明。

另外， 很多同学会问可不可以写上专业GPA，也就是所修的专业课程的平均绩点。我觉得如果专业GPA是高于综合GPA的话，写上会比较好，但是如果专业GPA显著低于综合GPA的话，我个人是不建议写。

其实在GPA这一块还有个小建议，那就是如果你对自己的GPA不是特别的满意，例如综合GPA在以下，那么其实是可以不写GPA的，只要写上其他教育信息就可以了。

相关的专业课程也比较简单，只要写上你所上过的专业课程就行了。如果专业课程都是非常高的成绩，那么也可以在课程名称后面附注一下该课程所取得的成绩，也是非常好的。

所获奖项这个也是比较straightforward，把在校期间所获得的奖项写一写就ok。不过这里值得一提的是，奖项最好是写和求职方向相关的、或者能证明自己学术水平及综合素质的奖项，与求职方向特别无关的我个人建议是可以不写。比如以下这个就可以跳过不写：

**英语工作简历介绍范文14**

Wesley C. Warwick

874 Elliott Street

Dover, NH 03820

Email ID: wesley.

Objective

Executive-level position with responsibilities in Customer Relations and Technical Support.

Strengths

Project Management, Leadership and Team Management.

Product Development (Software,Documentation,QA)

Process Improvement.

International Customer Services and Support Operations

Quality Management as well as Service Delivery Systems

Accomplishments

Directed the technical support and customer service for a $150M software company.

Devised a global strategy for improving international service.

Negotiated contracts in terms of service with Fortune 500 companies.

Managed the delivery of simultaneous products including the introduction of new innovative technologies.

ABC Corporation, Houston, TX

Director of Customer Relations, 1997 - Present

Provided strategic direction and operations management for the customer service pision of a reputed multinational software company.

XYZ Software, Houston, TX

Director of Customer Service, 1993 - 1997

Directed all aspects of client relations and technical support.

Education

University of Texas, Austin, TX

., Business Administration, 1993

Affiliations

Member - Texas Customer Service Association

Member - American Technical Society

Selected Publications & Presentations

Protecting Your Company\'s Server, presentation, New York, NY, 6/01

Customer Service in the New Century, presentation, Paris, France, 4/00

Technical Brainstorming, article, Houston Chronicle, 11/11/99

Understanding the Service Industry Concepts, article, Business Weekly, 8/02/98

References

Made available on request.

**英语工作简历介绍范文15**

活动经历部分主要就是你在校内外参与的一些活动，例如志愿者、学校社团、校园助教、兴趣小组、或者组队参加某些比赛的经历，体现的是你在课业和实习之外的领导才能。

这个部分主要是让招聘官知道你是一个积极参与校内外活动、而不仅仅是关注职业发展的人。不过当然了，招聘官也不会花很多时间来看你的活动经历，也肯定不会去花经历核实这些经历的真实性，所以只要写的恰当、合理，一般来说就没什么问题。

不过这些经历很有可能在面试的时候被问到，所以我个人还是不建议同学们在这部分去进行编造，写一些自己真实的活动经历就好了，不需要特别fancy，毕竟这个部分是不会决定你的简历能否被送去下一轮的。（但是写的太差或者太夸张是有可能导致你的简历不被送去下一轮的……）

活动的经历具体的写法其实跟职业经历差不多，但是要简略的多，基本上就是囊括所在社团或者活动机构的名称、所担任的职位、所在地、参与的时间跨度、以及基本的一些岗位职责或者展现领导力的事件。

比如一个在学校担任助教、在中国学生会担任活动部成员、以及在附近的小学做志愿者的同学的活动经历，可以这样写：

基本信息写出来了就行，不用特别详细的去写，否则会太占空间。可以放一些数字或者指标进去，原理和职业经历中的可量化结果及影响是类似的，主要是增加你的领导价值以及活动经历的可信度。

**英语工作简历介绍范文16**

>基本信息

姓名： yjbys

性别： 女

年龄： 24 岁 身高： 158CM

婚姻状况： 未婚 户籍所在： 陕西汉中汉台区

最高学历： 不限 工作经验： 不限

联系地址： 陕西省汉中市汉台区

>求职意向

最近工作过的职位： 业务客服

期望岗位性质： 实习

期望月薪： 面议

期望从事的岗位： 会计

期望从事的行业： 会计/审计

>技能特长

技能特长： 20\_年从业资格证在手，20\_年6月初级职称考试已过。

>教育经历

西安理工大学高科学院 (本科)

起止年月： 20\_年9月至20\_年12月

学校名称： 西安理工大学高科学院

专业名称： 英语专业

获得学历： 本科

>工作经历

淘宝 - 在线客服

起止日期： 20\_年11月至20\_年6月

企业名称： 淘宝

从事职位： 在线客服

业绩表现： 在服务消费者退货，换货，投诉维权的过程中，表现尚佳。主要面对这些遇到问题消费者，在解释和安抚上，我的耐心是占了很大优势，以至于个人在服务过程中，在消费者的评价上也大部分处于优秀状态。

**英语工作简历介绍范文17**

1. 要用点句（bullet point），避免用大段文字。

2.长度：点句的长度以一行为宜，最多不要超过两行；句数以三到五句为佳，最多不超过八句。

3. 点句以动词开始。目前的工作/实习用一般现在时，以前的工作经历用一般过去时。

4.主要职责与主要成就的写法：初级工作以及开创性不强的工作把主要职责放在前面，而较高级或开创性较强的工作则应把主要成就写在前面。

5.工作成就要数字化，精确化，避免使用many, a lot of, some, several等模糊的词汇，应尽量使用具体的数字，到底管理了多少人，销售额是多少等等。

6. 重要优先原则：在同一公司的业绩中，不必拘泥于时间顺序，而应秉持“重要优先”的原则。例如，在成就里可先写最重要的成就；在职责里可先写最高的职位，不要拘泥于倒序或正序的方法。关键是要使HR在短短几秒钟之内就发现你的亮点。

**英语工作简历介绍范文18**

English Name: xxx

Gender: Female

Date of Birth: January 17th, 1991

Major: English ( about business )

Address: Room 513 Building C7

Telephone: 123456789

Email:

Job Objective:

A Position referring English translation, import and export, secretary

Educational background:

20xx to 20xx, Jiangsu University of Science and Technology

20xx to 20xx, Middle School of Biyang

Honors and Certificates:

In the year of 20xx, won ^v^The Third Prize of English Contest ^v^of our college

In the summer of 20xx, won the ^v^Advanced ind

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