# 国外简历应该怎么写范文通用15篇

来源：网络 作者：梦醉花间 更新时间：2025-02-28

*国外简历应该怎么写范文 第一篇Xiao yong HeRm. 2, 4F, Sun Tong Plaza, 1368 Huanhai Rd (W) English assistant position at a multinational ...*

**国外简历应该怎么写范文 第一篇**

Xiao yong He

Rm. 2, 4F, Sun Tong Plaza, 1368 Huanhai Rd (W) English assistant position at a multinational company in Shanghai.

EXPERIENCE

X X X Co., Ltd., Shanghai 20\_-present Executive assistant to head of factory

Responsibilities include prioritizing appointment schedules and travel arrangements for the head of factory, managing confidential files and records, doing English and Japanese interpretation in business talks, and supervising and training clerical staff. Responsibilities included scheng appointments, keeping files, and traveling to Europe to make advance arrangements for client conferences and extensive client contact.

X X X Publishing Company, Shanghai 1995-1998 Office assistant

Responsibilities included word processing, data entry, filing, and sometimes bookkeeping.

EDUCATION

X X X Training Center, Shanghai 1999

Completed course of computer typing skills, shorthand, computerized accounts, and manual bookkeeping.

X X X College of Continuing Education, Shanghai 1998

Completed one-year Japanese course

X X X College of Shanghai 1991-1995

Majored in English for Business, Obtained BA

BUSINESS SKILLS

★ Familiar with English accounting and bookkeeping

☆ Fluent in oral and written English

★Able to communicate in Japanese

☆ Computer skills in Window XP

★ Typing speed of 80 wpm

☆ Good organizational skills

★ Experience of bilingual interpretation

References available on request

**国外简历应该怎么写范文 第二篇**

>Personal history forms

>Basic information

Name: xxx Date of birth: date

Sex: Height: 1,60 m Marital status:

National: ID Number:

Account: the place of origin:

Where the company is:

Personal Summary: studious, able to bear hardships and stand hard, helpfulness, sense of responsibility, dedication, teamwork has a good spirit, the ability to work, and work seriously.

Highest level of education: college

Graduate school: The Professional:

Certificate: accounting qualification certificates, qualification certificates Intermediate Accounting, Computer Intermediate Certificate

>Work experience:

Contact Address:

Contact Tel:

>The ability to work and expertise:

I am a very responsible person, have a responsibility to do anything, and has formed an independent work and study habits. Now employed in well-motivated, has participated in the grid can be hard, and have some work experience.

>Self-evaluation:

Professional knowledge and years of work experience and practical experience, I have accumulated a certain amount of work experience, and can work independently, good with people, team work and strong, energetic. Point your company for giving me the opportunity to first practice, I will take action and to prove to you, the only company to benefit from it. Aimed at training themselves, to their own platform for a show. The most important thing is the ability, I believe that your company will feel that I am a suitable candidate! Look forward to working with you face-to-face! The face of difficulties and then will use an optimistic attitude to deal with and face serious. Can bring benefits in the same time, I also hope that their work can be fun, learn more!

翻译:

个人历史形式

基本信息

名字:xxx出生日期:日期

性:身高:1,60米婚姻状况:

国家:身份证号码:

帐户:原产地:

公司是:

个人简介:勤奋好学，吃苦耐劳，乐于助人，责任心强，敬业精神，团队合作精神良好，工作能力强，工作认真。

最高层次的教育:大学

研究生院:专业:

证书:会计资格证书，资格证书中级会计，计算机中级证书

工作经验:

联系地址:

**国外简历应该怎么写范文 第三篇**

Zheng Yan Objective To obtain a challenging position as a software engineer with an emphasis in software design and development. Education Automation,Graduate School of Tsinghua University, . Automation,Beijing Insititute of Technology,. Academic Main Courses Mathematics Advanced Mathematics Probability and Statistics Linear Algebra Engineering Mathematics Numerical Algorithm Operational Algorithm Functional Analysis Linear and Nonlinear Programming Electronics and Computer Circuit Principal Data Structures Digital Electronics Artificial Intelligence Computer Local Area Network Computer.

Abilitees Skilledin use of MS Frontpage, Win 95/NT, Sun, Javabeans, HTML, CGI, JavaScript, Perl, Visual Interdev, Distributed Objects, CORBA, C, C++, Project 98, Office 97, Rational RequisitePro, Process,Pascal, PL/I and SQL software English Skills Have a good command of both spoken and written English .Past CET-6, TOEFL:623;GRE:2213 Scholarships and Awards Guanghua First-class Scholarship for graduate Metal Machining Practice Award Academic Progress Award Qualifications General business knowledge relating to financial, healthcare Have a passion for the Internet, and an abundance of common sens.

**国外简历应该怎么写范文 第四篇**

>Personal Information

Name:William Xie Gender: Male Age:38

Education:Master in Engineering

Mobile: 1xx1234567

Email：123xx@

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

Pudong, Shanghai, PRC, 20xx120

>Work Experience

Jan 20xx5--Oct 20xx6. 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.

Sept 20xx--Aug 20xx3. Hosokawa Shanghai Representative Office, Representative and Area sales manager

- As the founder of the rep office, I was mainly responsible for daily management and operation of the office.

- In terms of sales, I have been taking care of domestic marketing for Japan, Europe and US based subsidiaries, including, but not limited to,

German based ALPINE, for grinding, classifying and engineering facilities, whose customers scattered over the sectors of pharmaceutical, chemical and mining

US based Hosokawa BEPEX, a subsidiary engaged in SSP technology while its products are used for soft drink bottling and Industrial fiber. That business belongs to petrochemical, polymer and chemical fiber fields.

Jan 20xx--Aug 20xx, Sales Representative in Automation department with Barco (A Belgium based company) Shanghai Representative Office. My responsibilities included sales and marketing of the computerized monitoring system on textile and pharmaceutical sectors, and cleaner, sensor and electric controller used on textile equipments.

Sept 20xx-- Aug 20xx. No. 2 Textile Mill of Zibo City,Shandong Province. As the workshop technician, I was mainly responsible for daily operation, facility maintenance works. During that period of time, I have been substantially involved in installation and adjustment of a brand new production line.

>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.

Sept 19xx--Aug 20xx. Qingdao University, in Textile Engineering

**国外简历应该怎么写范文 第五篇**

1、住宿

在英国读书有很多种住宿的方式可以选择，对于刚到英国读书的学生来说都会选择在学校宿舍或者是寄宿在英国本地人的家里，在英国读书较长时间的学生通常都会选择在外租房，不管是选择什么住宿方式，都要注意安全，尤其是自己在外租房的学生。在租房的时候要确认出租的房屋是合法的，在签订合同的时候要仔细的阅读出租的条款，并且在租房之前要对房屋的细节进行确认，这样在退房的时候也不会出现不必要的纠纷。想要租房的学生也要选好合租的对象，是和比较亲近的同学或朋友一起合租，尽量不要和陌生人一起合租。

2、打工

在英国有T4学生签证是可以在英国合法打工的，每周的工作时间在20个小时。学生打工可以在英国当地的一些商家去做兼 职，这样不仅可以赚到零花钱，也可以锻炼英语口语，让你更快的融入到英国的文化当中去。想要在英国合法打工需要申请NI，不然就是打黑工了，如果被发现打黑工的话会被遣送回国。在英国21岁以上的人兼 职的工资最低是英镑一个小时，如果低于这个工资的话可以举报，在面试的时候一定要问清楚自己的工资是多少。

3、学习

去英国最重要的就是学习，因为英国的教育体制和国内有很大的差异，学校所教授的课程也有很大的不同，所以在学习上面要把握好自己的学习方法来提高学习的效率。英国的学校非常注重学生的团队合作，会给学生布置很多关于团队合作的作业，应该要主动把自己能做的部分积极做好，我们在英国主要的目的就是学习，所以一定要把更多的时间放在学习上面，虽然打工有打工的好处，但是也不要在学习期间把时间都浪费在打工上面了，大家平时可以去图书馆、博物馆学习更多课外的知识。

**国外简历应该怎么写范文 第六篇**

这里的自我提升主要讲的是内在提升，与竞争力的提升是相辅相成的。内在提升包括学识、眼界、认知度以及生活能力的提升。

出国留学的第一要义就是学习，不想学习也会有“deadline”催着你拼命的学习，不然根据国外大学宽进严出的特点，恐怕很难毕业。所以毕业后不知不觉就收获了很多，当然对于真正意愿深造研究的学生来说，学习才是的快乐。

一个国家有其特有的文化积淀和固有的思维方式，想要打破固化的思维，“走出去”是一个最有效的方式。眼界与认知度的改变或提升是一个潜移默化的过程，多深入接触一个国家，才能真正了解其文化风俗。

生活能力的提升不用多说，出国留学，学习上需要独立自主，衣食住行都要靠自己解决，出个国“公主”也得变成“女汉子”。

**国外简历应该怎么写范文 第七篇**

Overview

Name: XXX Sex: Male

Ethnic: Chinese political features: members

Academic qualifications (degree): Bachelor of Professional: Business Administration

Tel: 1234xxxx: 139000xxxxx

Contact Address: XX Street, Dongcheng District, Beijing on the 10th Zip: 100007

Educational background

Graduate institutions: Northern Jiaotong University, - Economics and Business Administration College of Business Administration

Other: Other training

\* Beijing labor bureau cadres of human resources certification training

\* Nokia (China) Investment Co., Ltd. of human resources management training

\* English through national CET CET by Beijing postgraduate degree in English examination, expression and Translation

\* Proficiency in computer use and installed capacity, the use of Microsoft Windows 20\_, Microsoft Office 20\_, Adobe PhotoShop , Adobe PageMaker , Macromedia Dream Weaver handy, and is learning HTML, JavaScript, ASP and so on.

Work experience

\* --- XX computer company has been the Assistant Human Resources Manager

Responsible for the mobilization of internal staff, promotion, separation, such as approval of work / assist the Manager to carry out the work of staff performance / development of corporate human resource recruitment and management process / development of the companys annual training plan and oversee the implementation / set up the companys corporate culture / responsible staff re-education and retraining

\* --- XX Commissioner HR recruitment

Responsible for the company to recruit the necessary personnel / new staff induction training and induction training

Profile

Years of work experience so I am more familiar with human resource management theory, with the recruitment and House of practical experience, a wealth of market planning and business strategy experience, and from corporations and businesses a broad perspective of the work of the department. I have a high degree of professionalism and teamwork, practical work hard, get along well with colleagues, to obey orders, respect for leadership, like the completion of creative work.

Please give me a chance, I will also brilliant luster you!

I character

Cheerful, modest, self-discipline, self-confidence (based on the persons circumstances).

Another: the most important thing is the ability, I believe that your company will feel that I am a suitable candidate for this position!

Look forward to working with your interviews!

**国外简历应该怎么写范文 第八篇**

career objective

high level management position with high technology corporation. be able to apply strong team building, project management and business development skills cumulated in passed years. utilize strong r&d skills in communication, network and software development in product development.

summary

an integrated person with rich management experience and extensive r&d skills. more than 6 years department and project management experience in first class high technology companies. strong experience in team building, processes establishment and improvement, particularly for communication and software products. skilled in customer oriented communication and coordination. more than 10 years sw/hw r&d experiences in wireless communication, ip network and software development industry, from system level design to partial function implementation.

special skills in:

strong experience in team building, project management and coordination.

software development lifecycle and process management.

project planning, budget control and manage deliverables on schedule.

business development and customer oriented communication.

solid knowledge of wireless communication technologies such as gsm, tdma, cdma and 3g systems such as wcdma and umts.

expert of wire/wireless voice/data communication system design, protocol analysis and implementation, such as gsm phase2+, gprs, ss7, inap, isup and so on.

strongly experienced in c/c++, vb, java, tcl/tk, oo programming.

strongly experienced in hardware system design and embedded system design.

network programming and routing protocols implementation such as bgp4, opsf, mpls, and so on.

fluently speak: chinese, english and japanese.

career history

- : famous technologies canada inc., vancouver, canada principal engineer

- : famous technologies china software design center (agilent csdc)beijing, china

department manager

- : hewlett packard-scitech joint software design center

beijing, china

project manager

- : golden cellular communication co., ltd. (gcc)

beijing, . china

director of r&d department

- : university of electronic science and technology of china

chengdu, sichuan, china

lecturer and researcher

major accomplishment

1. management

created and expanded a department from two engineers working for one customer to more than 30 engineers working with three customers within years. the companys revenue then increased 300%.

successfully managed more than 8 projects and cooperated with three customers in three years. all the projects were released on schedule, with high quality that made companys business grow quickly.

created and improved the software development processes to match the requirements of iso 9001 or cmm system.

working for a new communication company, created an r&d department starting with 3 engineers and extending to 24 engineers within years. managed the development of three new products, one of them was delivered to the market in years.

2. research and development

key developer in quicktest project which provides quick solutions for router manufacturers by using router tester to test routing protocols and features such as bgp, ospf, mpls, vlan and so on.

successfully managed a team to develop the gsm phase2+, gprs and umts protocol sets for signaling advisor and another team to develop ss7 protocol sets for agilent access7 , participated and delivered the following projects to customer successfully with high quality and on schedule, such as cdma system (is-95a, is-95b and cdmaXX systems) modeling projects for hp eesof ads (advanced design system) tool. system design and control software development for cdma wll (wireless local loop) designer and developer of a packet radio network and the spectrum spread data link bridge for a wireless lan.

education and professional development

- : master of electronic engineering

university of electronic science and technology of china

chengdu, sichuan province, china

- : bachelor of electronic engineering

shanghai railway college, department of electronic and communication engineering, shanghai, china

behavior interview, may 20XX, hewlett packard academy

project start-up, june 20XX, hewlett packard academy

project management fundamentals, may 20XX, hewlett packard academyadvanced planning and risk management, april 20XX, hewlett packard academy

professional membership and honors

1. ieee senior member, member of communication society, computer society and signal processing society.

2. member of china electronic association.

3. the first award of management contribution of agilent china software design center.

4. 20XX, second award of science and technology progress in mei of china.

**国外简历应该怎么写范文 第九篇**

daniel leon

1217 eastern ridge way

cleveland, oh 44108

objective

to obtain a position as a biomedical researcher.

professional skills

operating systems

windows 98/95/00 , nt, linux

applications & languages

ms office (word, excel, powerpoint, access, frontpage), visual basic, labview, matlab, minitab, design expert

medical instrumentation

thermodilution, ultrasound, ecg, pacemaker, physiogrip, electroneurogram, (eeg)

design & optimization

using the graphic language labview, created electromyography (emg), electrocardiogram (ecg), automatic speech recognition (asr) system and performed basic engineering analysis

experience

biogenesis labs, cleveland, oh

supervisor, 1992 to present

performed cancer research. assisted in overall lab management, directly supervising 8 researchers. responsible for maintenance of health and safety standards.

vitex labs, dayton, oh

staff scientist, 1990 to 1992

investigated various aspects of eukaryotic metabolism, protein targeting and genetic transformation, ultimately leading to the metabolic engineering of organisms with designer pathways for biosynthesis of commercially valuable biochemicals and improved biomass accumulation.

education

., molecular biology, 1990

johns hopkins university, baltimore, md

**国外简历应该怎么写范文 第十篇**

Personal Details Name: Nationality: China PHOTO Current Place: Guangzhou Height/Weight: 175 cm 60 kg Marital Status: Single Age: 29 years Career Objective and Work experience Application type: Jobseeker Preferred job title: Real estate development/planning manager/supervisor: Property management dirtor or maneger 、 Automobile sales: Sale Director or Manager 、 Foreign language: Sale Director or Manager Working life: 7 Title: Senior title Job type: Full time Expected Start date: In a week Expected salary:

￥8,000--￥12,000 Preferred working place: Guangzhou Shenzhen Work Experience : Company#39;s name: Chinese Health TimesBegin and end date: 20\_-05-20\_-07 Enterprise nature: Private enterprisesIndustry: Advertisement plan/marketing Job Title: Sales and Marketing Manager Job description: My responsibilities set up the advertising department, help CEO to make the company strategy, consistently achieve sales plan and figure. Reasons for leaving: Company#39;s name: Enterprise nature: Share-holding enterprisesIndustry: Electrical/electronics/communication equipment Job Title: Sale Manager Job description:

My responsibilities consistently achieve monthly sales plan and figure; Train and develop sales team to achieve sales figure. Reasons for leaving: study aboard Educational Background Name of School: University of Surrey Highest Degree: Master Date of Graduation: 20\_-07-01 Name of Major 1: International Business Management Name of Major 2: Education experience: Start date End date Education organization Majors Certificate Certificate No 20\_-09 20\_-08 University of Surrey IBM Master Degree 04P9389 Language Ability Foreign Language: English Level: excellent Language ability: excellent language skill for the British Chinese level:

excellent Cantonese Level: excellent Relevant skills and abilities Extensive marketing person, have seven years sale and marketing management experience(include two year in United Kingdom), good relationship with the foreigner customer. Excellent sales management skill for the Europe customers. Good knowledge for marketing, distributor development in communication and presentation skills.

Self-recommendation letter Extensive marketing person, have seven years sale and marketing management experience(include two year in United Kingdom), good relationship with the foreigner customer. Excellent sales management skill for the Europe customers. Good knowledge for marketing, distributor development in communication and presentation skills. Address: Work Tel: Home Tel: Mobile Phone: msn/QQ: Email: Web/Blog:

**国外简历应该怎么写范文 第十一篇**

列出能突出你能力的课外活动，业余爱好

>英国留学个人简历写作注意事项

1.页面要简洁，简历要作的简单明了，一目了然，很容易让人看到你的经历和背景。要注意间距.字体.各部分所占空间等。

2.详略得当，信息要全面，对于重要的经历且在PS中没有陈述的，可以多写一些。

3.注意语法时态问题，在简历中尽星使用动词过去时。

4.不要用hotmail或其他免费信箱发简历，不要用中文名字，还有最好把hotmail帐户在设置里面改成英文的。

5.实在没有的可以不要写，不要胡编乱造，写上有画蛇添足的感觉。

6.工作经历用dotpoints的方式列表，不要长篇大论，跟写故事一样，一段一段的，也不用介绍公司。

7.不要用过多的篇幅突出自己是中国人，过多的写这种内容也并不能体现你的爱国思想。

8.很多同学写得东西普遍太中文化，不要自己编英文，造英文，这样只会暴露自己蹩脚的英文。有可能最好让英语母语的改一下。

9.不要把餐饮服务业写上去。毕竟不是找清洁，刷盘子的工作。也不要愣是把所有做过的工作都写上去，相关的，加分的才有必要写，不是写得越多越好。

10.格式上的小建议，最好每页都标有页码，PageXofY，或者在页眉加注自己的名字。

11.不要一味强调你的高分，人家找的是有能力的人。

>扩展阅读：出国留学优势

**国外简历应该怎么写范文 第十二篇**

Annie Smith

69 N. Grant Street, Mid Lake City, California 84301

Cell :( 988) 598-1331

Email:

Career Objectives:To gain the position of a Customer Service Billing xxx where my skills and experience will contribute towards the growth of the organization.

Core Competencies:

Good knowledge of mathematics that can handle complex billing tasks

Excellent analytical and problem solving skills

Proficient in computer applications like Excel, Word and Outlook

Excellent interpersonal and communication skills

Ability to handle multiple tasks and meet deadlines

Proficient in handling tasks independently as well as a part of the billing team

Ability to handle sensitive and private information in a professional manner

Educational Qualifications:

Bachelors degree in Mathematics from University of California in the year 20\_

Work History:

Organization: CF Engineering Groups, California

Duration: March 20\_ till date

Designation: Customer Service Billing xxx

Responsible for processing the organization billing through a weekly cycle in the Deltek FMS database

Handles the tasks of supervising and monitoring every stage of processing invoice

Performs responsibility like issuing various reports and other administrative tasks like filing and copying and updates the same to the billing manager

Produces invoices as well as distributes and mails the invoices to the concerned person

Handles tasks like Issuing and Processing Billing Reports

Responsible for Data Entry of time sheets, and expenses on a daily basis

Assist department in handling day-to-day functions on areas of billing

Organization: NKOI Group Co Inc, California

Duration: January 20\_ to February 20\_

Designation: Billing xxx

Perform tasks like maintaining records for management reports and inventories of supplies required

Handles the charge of making proper calculations of the charges for jobs performed as well as maintains some billing logs

Reviews the invoices for general cost charging errors

Coordinates as well as responds to all service calls required by customer

Performs filing duties in accordance with the specific request

Responsible for handling day-to-day clerical duties like typing, filing and handling mails

Personal Details:

Name: Annie Smith

Date of Birth: 15/03/1978

Employment Status: Full time

Relationship status: Married

Reference:

Mr. Charlie Smith

Customer Service Billing Head

Lopez Associates Co Inc, California

Cell: 123-589-3655

Email:

**国外简历应该怎么写范文 第十三篇**

TRANSLATOR

Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.

OBJECTIVE

To contribute acquired administrative skills to a senior secretary/word processor position.

SUMMARY OF QUALIFICATIONS

\*More than 13 years administrative/clerical experience; type 90 wpm. \*Self-motivated;able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines.

\*Proven communication abilities,both oral and written.

PROFESSIONAL EXPERIENCE

1988-Present CALDYNE ASSOCIATES,Providence,RI

Secretary

Process technical reports,engineering specs,and traffic studies utilizing Multi-mate all requisite documents for staff of 30 meetings,handle incoming UPS mailings,Federal Express,faxing and courier statistical charts,manuscripts,correspondence,and supplies,coordinate daily meetings,arrange luncheons,and administer labor cards.

1984-1988 BRISTOL BANK,Bristol,CT

Secretary/Receptionist

Utilized call director,typed reports,letters,and expense conference rooms,order for calligraphy assignments.

1981-1984 SARGENT AGENCY,Hamden,CT

Secretary

Assigned to school of public typing of medical charts used in textbooks for government funded medical program in Iran.

EDUCATION

POLLACK SECRETARIAL SCHOOL,Jackson,TN 1979

COMPUTER SKILLS

DOS,Microsoft Word,IBM Compatible,Lotus 1-2-3

Separate category for computer experience calls attention to candidates technical knowledge.

Education is applicable to candidatesjob objective and adds weight to resume.

**国外简历应该怎么写范文 第十四篇**

你所获得的各种奖励，学术和社会活动等方面的荣誉都可以写上去，如果荣誉非常丰富，请摘取重要奖项罗列，如果知道的话，建议备注上奖励范围(Q u Q Y t H ; p R从多少人中选出多少，是按系还是在整个学校中评选)。

>二、写作技巧

1、很多人都有这个毛病，用hotmail或其他免费信箱发简历，你注意过自己发出来的email，显示的l , q什么名字么?有的时候看起来很像j z H ? C 7 BJunkmail，去hotmail改一下设置，让自己的名字能够专业地显示，egJohnCitizen，而不是什么“big-nite-out”“hotstuff”或者其他，甚者有些人用中文名字，如“张三”，估计人家看到直接丢垃圾邮件了。还有最好把hotmail帐户改成/ u l + V = T英文的，在设置里面。不然老是会带着中文小广告。

2、Achievment，实在没有可以不要写，写上有画蛇添足的感觉。

3、工作经验最好用3+以上的dotpoints来) T S G ( m O f体现，尽量显得有技术含量。不要搞得像小故事一样，一段一段的，还介绍公司，然后又“I”怎么样，“I”有怎么样，“I”一大堆的，看着都累。

4、很多人有那么一个特点。很喜欢突出自己是中国人，上来就表明自己是中国人，更有人把自p 4 4 L – w ~ b m己会方言靠前面。如果你要找的工作需要中文，或者需要你会某地方言，那还情有可原。除此之外，过多的写以上的内容也并不能体现你的爱国思想。

>三、留学主要材料

>1、申请表

**国外简历应该怎么写范文 第十五篇**

Accountant

Strength

·More than 14 years in accounting.

·Training and directing staff in accounting activities and be an expert in Lotus system.

·Planning and conducting audits and variance analysis ,processing payroll and payroll tax reports and files,and maintaining /updating accurate inventories.

Personal

Name: Stella Li Gender:Female Date of Birth:August 23th,1968

Martial Status:Married Email Address:stellali@

Experience

·Responsible for the accurate and timely processing of accounts payable/receivable, payroll,insurance reports,and sales tax/payroll tax reporting.

·Performing job costing ,account analysis,and general ledger management using Lotus and Excel.

--Freeding up $32,ooo by reducing A/R aging from 77 to 38 days

--Reducing accounting payroll costs 41% through automation

·Analyzed and interpreted forecasts,capital expenditures,and financial data.

·Directly involved in budget preparation and cash flow.

·Trained and directed six employees in accounting department.

--Successfully negotiated a $650,000 credit line with major bank.

--Detected costing problem that eventually saved the company$124,000/year.

--Active participant in the successful implementation of just-in-time program.

·Performed detailed financial audits for clients.

·Recommended improvements in system procedures,documentation,and internal controls.

·Conducted reviews and compilations.

·Prepared corporate and inpidual income tax returns,and payroll /sales tax returns.

·Assisted in budget forecasting.

·Developed standard cost data and variance analyses.

·Reviewed capital expenditures and coordinated /reconciled physical inventories.

Education

10/1998-09/20\_ China USA Business University

Certifications & Memberships

Certified Public Valuer-Member of China Appraisal Society

Certifild Public Accountant-Member of China CPA SOCIETY

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