# 英文简历写法作文范文(6篇)

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*英文简历写法作文范文 第一篇Curriculum VitaePersonal dataName: Wang MeiGender: FemaleDate of Birth: Sugust 26th ,1983Marital Status: U...*

**英文简历写法作文范文 第一篇**

Curriculum Vitae

Personal data

Name: Wang Mei

Gender: Female

Date of Birth: Sugust 26th ,1983

Marital Status: Unmarried

Home Address: Blk 3 unit 1 Room 1, Children Hospital, An’Xiang North Street, Xicheng District, Beijing

Tel: 010-nnnnnnn(home),

E-mail: applicant@

Working Experiences

July，20\_—

I worked as an Interpreter and at times as a Translator in GuangDong Silk Dying & Printing Factory in Guangdong Province.

Due to my outstanding performance in my area of responsibility, I was further assigned the important task of assisting the organization of the factory in complying with the government policy for the “Ninth Five-Year Plan”- a total reform package initiated by the Chinese Central Government. This entails translation and interpretation for contracts negotiation, equipment investigation, technical training and equipment installation manual.

In , I had the chance to serve as the interpreter for the factory’s technical training group in Italy and Hong Kong. This experience was invaluable as it provided me with very good international exposure.

July,20\_—

I worked as a director in charge of translator and administration in Market Research Co.,Ltd.

In Nov. 20\_, I had the honor to serve as the interpreter for the Chinese Forestry delegation which attended the International Forestry Exposition in Atlanta, America.

March,20\_

I Served as one of the interpreters and receptionists for the International Seminar on Women Study in TianJIng University.

—July,20\_

I worked as a Part-time English teacher in TianJIng University, taking care of the undergraduates intensive and extensive English courses.

Academic Qualification.

—July,20\_, Three-year college course, majoring in Foreign Trade English, South-west Petroleum University

I am currently reading a course in Master degree in English, majoring in English Linguistics, at TianJIng University. I should be graduating in July 20\_.

Language ability

Excellent command of English.

Besides English, I also possess some basic working knowledge of Japanese.

Strength

I am a conscientious worker with sound practical experience in teaching. I am well versed with a lot of computer software especially those related to computer aided teaching program. I am sociable and able to relate to people at all levels.

Extra-Curricular Activities

— Chief of Female branch, the Postgraduate Union in the TianJIng University

—Sep. 20\_ Vice President,the Postgraduate Union in the TianJIng University

Award

20\_-20\_ Merit award in the Student Union

20\_-20\_ Merit award in the Student Union

**英文简历写法作文范文 第二篇**

Name:

Sex:

Male

Date of Birth: May 3th, 1971

Place of Birth: Gaobeideian City, Hebei Province

Professional Titiles: Senior Agronomist

Marrital status: Married

Current Adress: No. 2 Wenyuan Road, Gaobeidian City,

Hebei Province（Agricultural Bureau of Gaobeidian City）

Post Code: 074000

Telephone Number: 13784959825, 0312—5590712

E-mail address: 13784959825@

Driving license number (if you have ):

132404197105033571.

Health:Good

Education degree: Agricultural Extension Bachelor,

Hebei Agricultural University

Major: Agricultural Technology Popularization

Name of emloyer: Agricultural Bureau of Gaobeidian

City, Hebei Province

Working experience:

1991---1994: Worked in Sizhuang Township government

of Gaobeidian City，as a agrotechnician；

1994---present: Worked in Agricultural Bureau of

Gaobeidian City ，from a Agronomist to a Senior Agronomist, Section chief of the Gaobeidoan Agricultural Technology Popularization station.

I have been engaged in Agricultural Science and

Technology Research, popularization and management of important projects since I graduated, especially in the area of wheat and maize, cotton, mushroom, etc. I have been working for agrotechnique for 22 years. With professional knowledge techniques and experiments, I have taken part in the projects “service system of prospering village by science and technology ” as a expert.

educational back ground

1987---1991: studied in Baoding Agricultural College

major in Plant protection;

1995---1998: studied in Hebei Agricultural University,

major in Horticulture;

20\_---2024: studied in Hebei Agricultural University,

major in Agricultural Extension.

Awards:

In 20\_, I won the second prize by Ministry of

Agriculture for the project “ Wheat for quality high

yielding varieties and optimization supporting cultivation technology”;

In 20\_, I won the second prize by Ministry of

Agriculture for the project “Wheat advantage of

cultivation techniques of super-high-yield formation experiment and demonstration”; In 20\_, I won the prize of Jinnai Fund Award of farming ability promotion by The Chinese agricultural science and education foundation

**英文简历写法作文范文 第三篇**

Dear Sir：How do you do? Through the ad .I know you need a secretary. I would like to have this job.

Now let me introduce myself to you. My name is Zhang Hong. I am twenty and will soon graduate from a vocational school. My major is business management. I have been learning English for 8 years and I have computer experience. I have been one of the editors for the student newspaper in our school for the past three years. My grades remain upper level in my class. The most important thing is that I like office work very much. I am sure I can do it well. I will appreciate it very much if you would give me the opportunity. Thank you for your consideration. I am looking forward to hearing from you .

Sincerely yours,

Zhang Hong

**英文简历写法作文范文 第四篇**

1.英文简历要遵循严格的方式

一般英语国家指的是美国、英国、澳大利亚等。

这些国家的企业习惯干脆利落，开门见山的简历，因此求职者应在简历开头就明确写出求职目标;当然他们喜欢求职者的语言富有生气且言之有物，因此，你应写上一些精确的信息、具体的时间以及体现你特定方面能力的具体数字或你为原来所在工作部门赢得的利润额等等。

美国企业可以接受应聘者附上各种各样的证书以证明自己的`能力，但你要注意所附证书一定要与你所申请的工作有关。

另外，不要忘记在履历上尽可能详细地写明你的工作经验，没什么比证明你能力和实际经验的事更重要了。

最后，说一个常见于欧美人的简历简历技巧。你可以在求职信最后写上：本人将在某一时间打电话给招聘者以确定是否可能得到面试机会。在面试过后，千万不要忘记写信给面试人，对其接待了你表示感谢。

对于英语国家的简历技巧的总结就是：他们对应聘人的做事方式及其求职的方式非常看重，对他们来讲，这些都能显示出你的工作能力。所以你的简历需要体现这一点。

2.在欧洲国家，写简历要慎谈年龄

在欧洲国家，企业普遍认为某些职业是有年龄限制的。因此，在对欧洲国家的面试中，你对年龄和经验最好应当谨慎。另外，在有些欧洲国家中会有一些特别的习惯，例如法国、意大利及德国企业内部流行笔迹测试，他们认为这样可以体现一个人的性格，建议提前看一些这些方面的书。而且记得若你的求职信不是手写的，有些公司甚至拒绝阅读。

3.去日企面试，切记“循规蹈矩”

日企一向信奉人和，就是有人一切都好办的意思。所以对一个人的品质很看重，尤其是团队合作精神。

在日文简历里，最好在开头写上你的处世能力、性格特征、社会活动及体育运动特长。简历必须用日文书写，千万不要用英文，在日企英语工作环境是很少的。而且，日本人喜欢按时间顺序书写的履历，而且要从小学写起。经验对于日本人无关紧要，只要你有合作精神就OK。口吻应尽量礼貌。这一点倒是与中国礼仪之邦的某些习惯相吻合。

简历里要按要求填写对方要求在信封上说明的应征的职位或编号，以最大限度地方便用人单位。避免用单位信纸、信封回函或邮资已付的打印笺，这种侵占公司利益的形象在西方是尤为禁忌的。

拓展阅读：英文简历种类

1中式英文简历

中式简历中，常常包括政治面貌、性格及身高体重等信息。如果中英文简历一起递交，建议中文简历中不写政治面貌。因为如果去外企工作，背景中的政治色彩越少越好，起码没有必要让老外知道。

性格是主观的东西，有经验的招聘人员从来不相信任何人写自己的性格，因为它不是硬性的东西，不象学历、技能。有些人如果认为公司要招聘一个比较活跃一点的，便会在简历中写性格开朗。有的是真的相信自己性格开朗，有的是觉得写上更好，其实没必要。

2港式英文简历

香港出版的简历书写技巧书籍中都要求年龄、婚否、报纸的招聘广告中还要求求职者写上工资现状及预期工资，这些都属于隐私问题，美式简历则不要求提供这些信息。

3英式英文简历

很接近港式，但个人资料没有港式说得那么多，篇幅长但不详细，我们这里不做过多评论。

4美式英文简历

国际大公司中比较流行的是美式简历，是我们重点参考的样式，美式简历往往只有一张纸，书写格式却也不十几种，有些书籍甚至登载了上面种样本，我们这里只介绍美国大公司中最流行的一种，如华尔街的投资银行、国际咨询公司、工业公司、制造业公司、营销业公司等都采用这种式样，同时，我们也参考了三个名牌学样：哈佛商学院、沃顿商学院和哥伦比亚商学院的简历样本，式样大同小异，主要以哈佛商学院的为主。

**英文简历写法作文范文 第五篇**

Resume

Name： Wang Ping

Address： 167 Renmin Road, Changzhou Nationality： Chinese

Date of birth： July 18, 1971 Place of birth： Shanghai, China Health： excellent Education：

1978—1984： Renmin Road Primary School, Changzhou 1984—1987： No. 5 Middle School, Changzhou 1987—1990： No. 1 Middle School, Changzhou

**英文简历写法作文范文 第六篇**

Name: Zhu Di-Wen English Name : Steven Chu

Personal Data:

Se\_\_: male Age:34 Height: 172 cm Weight: 58kg Blood Type: AB

Marital Status : Single, Native Place: Suzhou, Jiangsu, China

Email:tomatossh@. Mobil Phone: \_\_

Educational Background

Major: International Trade

Graduate school: Shanghai Foreign Trade Institute

Education:

Nanjing Normal University Majored English Language

Shanghai Foreign Trade Institute Majored International Trade

Academic Main Courses:

Management/Marketing/International Trade, Import/E\_\_port Business, Foreign Trade English, Computer Skill and so on

English Skills:

Have a good command of both spoken and written .

Computer Abilities:

Skilled in use of Windows / Office \_\_P.

Self Assessment:

Good professional skills. team work spirit. high liability and attribution. nice characters. self-motivated, respond well in high-pressure atmosphere. energetic, adaptable and able man, cooperative and honest to others.

Employment E\_\_perience :

1993/2--1997/12 worked in St. Mila Co., (Russia), sold leather coats in Russian market and lived in Moscow city.

1998/2-20\_/10 worked in Masterstaff Travel Co., (Russia), managed overseas Chinese traveling.

20\_/2-20\_/12 worked in Alfa Group Co., (Russia), in charge of hotel service for overseas Chinese lives.

2024/11-20\_/2 worked Dongguan Jinfeng Electric Co., managed e\_\_porting business.

Position Wanted:

To obtain a challenging position as a sales manager for overseas market.

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