# 精选英文简历模板如何写(9篇)

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*精选英文简历模板如何写一许多重视英文能力或外商企业征才时皆会要求求职者提供一份英文简历表。1、个人联络方式2、应征职务（position desired）3、工作经验（employment record）—资历、公司、部门、职称、简述工作内...*

**精选英文简历模板如何写一**

许多重视英文能力或外商企业征才时皆会要求求职者提供一份英文简历表。

1、个人联络方式

2、应征职务（position desired）

3、工作经验（employment record）—资历、公司、部门、职称、简述工作内容

4、教育程度（education）—期间、学校、科系

5、个人技能（skills）

1、可将字体放大，但不超过一页

2、撰写完一定要检查数次，确定文法及拼字无误

3、简洁有力，忌拖泥带水。

**精选英文简历模板如何写二**

名词解释：职场空窗期，是指职场人士在辞掉上一份工作而未找到下一份工作之间的时间。一般而言，超过两个月，就可以称得上是“职业空窗期过长”。

短则三五天，长则数个月的职业空窗期，是求职跳槽者都会经历的过程。虽然空窗问题很常见，但在应聘面试的时候，招聘方往往会深入了解一下空窗期的原因。为了避免以后的麻烦，最好的办法，是在简历上就对空窗期做一个解释。客观且理性的叙述空窗理由，给出合理说明，满足hr们的求知欲。

1、工作经历中的具体时间只写从某年某月，不写具体日期。这样一来，只要你失业的时间没有一个月，就可以很完美的掩饰过去。

2、把在失业期间做过的非工作性质的事情写在简历中。比如说，你可能花了几个月时间学习英语，这样就可以把面试官的注意力引向你英文能力的提升以及有清晰的职业规划方面上来。

3、在简历上写出空窗期内自己所掌握的技能。很多人都认为办公室和课堂是唯一学习东西的地方，但是很明显这是不对的。例如，如果你在离职期间照顾自己的孩子，那么，强调自己在照顾孩子的时候所需要的能力，例如，条理，组织能力以及同时处理多项任务的能力。如果你去旅行了，你可能获得了外国的知识，这就可能对于想要提升国际影响力的公司会很有用。

1、职场人求职时切忌刻意遮掩曾经的“空白”，因为无论在工作中还是生活中，诚信都应该是最起码的态度。

2、有一些求职者为了避免说不出来的尴尬，就适当的拉长每个工作的时间，或者写一些其他的，把空窗期填满。其实这样的做法并不可取，因为大多数人事经理都会直接看穿你的把戏。如果遇到那些特别讨厌被欺骗的hr，这样注水简历的后果，往往是被束之高阁。

**精选英文简历模板如何写三**

亲爱的xx:

感谢您去年对我们公司的支持。我们非常感谢我们的合作。我们希望明年能继续我们良好的业务关系和互动。

真诚地

给客户的英文推荐信二亲爱的鲍勃(或史密斯先生或鲍勃·史密斯)，

感谢您选择xx清洁服务(或您公司的名称)。您的业务受到赞赏，我们很荣幸成为您的新清洁服务(您的服务)提供商(也称为公司)。再次感谢。

推荐人：

日期：xx年xx月xx日

**精选英文简历模板如何写四**

mrs. ghazala waheed wo abdul waheed, adult, ro house no.\*\*\*-\*, dha, lahore cantt, (hereinafter to as the lessor of the one part).

and

mr.\* \*\*\*,ro china, refereed to as the lessee of the other part.(expression “lessor”

and “lessee” wherever the context so permit shall always mean and include their reective heirs, successors legal representative and assignees).

whereas the lessor is the lawful owner and in lawful possession of house no,\*\*\*-\*,dha,

lahore cantt, consisting of 4 bedrooms with bath, dd,tv; lounge, kitchen, store, servant, quarter together with fixtures and fitting (hereinafter collectively called the demised premises).

and whereas the lessor has agreed the lease and the lessee has agreed to take on lease the demised premises on the terms and condition as given below:-

agreement in only valid if lessee is renewed and extended for the lease period.

2. the lessor lets lessee takes the demissed premises for a period of 2 months

commencing from 5th january xx年，自 年 月\_\_\_\_日起至\_\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日止。

the tenancy shall be for a term of years,commencing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_and expiring on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4.2 租赁期满，如乙方不再根据此条款续约，甲方有权收回全部出租房屋，乙方应如

期交换出租房屋予甲方。乙方如要求续租，须在本合同期满三个月前向甲方提出书面申请，再由双方另行续租事宜。

on expiry of the tenancy, if party b has not exercised its option to renew this agreement in accordance with this clause,party a has the right to repossess the entire leased property,and party b shall deliver the leased property to the party a provided always that party b shall have the option to renew this agreement upon giving prior written novice to party a of its intention to do so that least three(3) months before the expiration of this agreement.

五、租金：

rent

5. 双方谈定的租金为每月\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币，租金包括除水、电、液化气、电话费以外的一切管理费。

the rent for the leased property as agreed to by both parties is rmb\_\_\_\_\_\_\_\_\_\_\_yuan per month, which rent includes all management fee.

5.2 支付甲方壹个月的租金，应在每个月的第十天以前支付给甲方。

party b pay the rental fee before the tenth day of every calendar one month.

5.3 所有保证金、租金等费用均以人民币通过银行汇入甲方所提供的以下银行账户及户名：

账号：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_户名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_开户行：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

all payments of security deposit,rent fee,etc heteunder shall be made be made by bank transfer rmb to party a\'s following account.

account no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,user name:\_\_\_\_\_\_\_\_\_\_\_\_\_bank:\_\_\_ \_\_\_\_\_\_\_\_ \_\_

六、保证金：

security deposit:

6. 为确保出租房屋及其设施之安全并完好及租赁期内相关费用之如期结算，乙方同意于签订合同 0天内支付给甲方贰个月租金的租赁押金计\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币作为乙方确保合同履行之保证金。乙方搬入后十天内付壹个与租金计\_\_\_\_\_\_\_\_\_\_\_\_\_\_人民币。

to ensure the protection and good condition of the leased property and the related facilities as well as the prompt payment and settlement of all related charges during the term of tenancy,party b agrees to pay to party a with 0 days when the execution of this agreement a security for party b’s obligations hereunder. when party b move in,party b pay one month’s rental in the amount of\_\_\_\_\_\_\_\_\_\_\_with 0days.

6.2 除合同另有约定之外，甲方应于租赁期满或此合同提前终止之期且乙方透空、点清并付清所有应付费用后，当天将保证金全额无息退还乙方，如保证金以人民币支付，届时也应以人民币形式退还。

unless otherwise provided in this agreement, party a shall return to party b the entire security deposit without interest thereon upon expiration or soonder detemination of this agreement provide that party b has vzcated the leased property and settled all related charges. if this security deposit was paid in rmb,it shall be returned to party b in the form of rmb.

七、其他费用：

other charges:

乙方应承担租赁期内实际使用而产生的水、电、液化气费、电话费并按单自行如期交纳所属管理公司或有关机构。

during the term of tenancy,party b is reonsible for paying the charges in relation to water, electricity, gas,telephone charges on the basis of the amount of such utilities party b uses. such charges shall be paid when due according to the invoice therefore received by party b from the management company or relevant authority every month.

八、甲方的责任：

party a’s obligations:

8. 甲方须按时将出租房屋及其家私家具用品与其设施以良好状态交付乙方使用。

party a shall deliver on schedule to party bvacant possession of the leased property including the furniture,furnishing and appliances and the related facilities for party b’s use(furniture,furnishing and appliances to be detailed in appendisl.)

8.2 租赁期内甲方不得收回出租房屋(除非本合同另有规定)，甲方保证乙方可不受干扰的享用该物业。

party a shall not repossess the leased property during the term of party a disturb of interfere with party b’s quiet enjoyment of the leased property.

8.3 在乙方遵守本合同的条款及支付租金的前提下，乙方有权于租赁期内拒绝甲方或其他人骚扰而安静享用出租房屋。

proviede that party b pays the rent and performs and observes party b’s terms and conditions in accordavce with this agreement, party b shall be entitled to hold and enjoy the leased property throughout the term of this tenancy without any interruption by party a or any other person.

8.4 租赁期内出租房屋的结构，进出物业的排水、上下管道、电路等处于良好使用状态。

party a agrees to repair and maintain the structure,drains, pipes and cables, g in to or from the leased property at all times in good and tenable repair during the term of this tenancy.

九、乙方的责任：

party b’s obligations:

9. 乙方应按合同的规定，按时支付租金，保证金及其他各项应付费用。

party b shall promptly pay all rent ,security deposit and other charges payable by it in accordance with the terms of this agreement.

9.2 乙方应爱护使用出租房屋，如因乙方的过失或过错致使房屋设施及屋内用具和饰品受到损坏(正常损耗除外)，乙方应负赔偿责任。

paryt b shall treat the leased property with care. if as a result of party b’s negligence or misconduct, the leased property and the related facilities and accessorties suffer any damage(fair wear and tear excepted ),party b shall be reonsible for compensating party a for such damages.

9.3 乙方应按本合同的约定合法使用出租房屋，不得擅自改变使用性质，不应存放中华人民共和国法律下所禁止的危险物品，如因此发生损害，乙方应承担全部责任。

party b shall use the leased property legally as agreed in this agreement and may not change such use on its own…party b shall not store any dangerous items which are prohibited by the laws in the people’s republic of china in the leased property and shall be fully reonsible for any admages of losses as result thereof.

9.4 未经甲方事先书面同意，乙方不得将出租房屋转租或租给其他的第三者。

without party a’s prior written consent ,party b may not assign the tenancy or sublet the leased property to a third party.

十、违约处理：

breach of agreement :

10. 1 甲、乙任何一方如未按本合同的条款履行，构成违约，应承担相应的违约责任。双方同意违约方应赔偿守约方之直接损失人民币\_\_\_\_\_\_\_\_\_\_\_\_元。

if either party a or party b fails to perform its obligations hereunder ,it shall constitute a breach of this agreement and the defaulting party shall be liable for the liabilities resulting from such breach. the parties agree that the party in breach shall pay the other party compensation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the direct loss and damage suffered by the other party as result of such breach .

10.2 乙方有下列行为之一的，甲方有权终止本合同，收回出租房屋，并且保证金不予返还;

party a shall have the right to terminage this agreement ,repossess the leased property and forfeit the security deposit if party b commits one of the following:

a.未得甲方书面书面同意，将出租房屋擅自转租;

sublets the leased property without party a’s written consent;

b.未得甲方同意将出租房擅自拆改结构或改变用途的：

alters the structure of the leased property or uses the leased property other than for the purpose started herein without party a’s consent;

c.无故拖欠租金超过三天(除双方就本合同存在争议除外)。

fails to pay rent without any reason for more than thirty (30)days after the due date except where there is a diute in reect of this agreement.

十一、适用法律：

applicable law:

本合同的成立，其有效性、结实、签署和解决与其他有关的一切纠纷均应受中国法律的管辖并依据中国法律解释。

the formation of this agreement ,its validity,interpretation,executiong and settlement of any diutes arising hereunder shall be governed by and construed in accordance with the laws of the people’s republic of china.

十二、争议的解决：

diute resolution:

凡因执行本合同所产生的或与本合同有关的一切争议，双方应通过友好协商解决;协商不成，应提交中国国际经济贸易仲裁委员会，按其仲裁规则和中华人民共和国仲裁法进行仲裁。仲裁解决是终局的，对双方都有约束力。

in the case of diutes arising over this agreement of any matters related hereto ,the parties shall negotiate in good faith to resolve such such negotiation fails, the parties shall submit the diute to arbitration by the china international economic and trade arbitration commission in accordance with its arbitration rules and the arbitration law of the people’s republic of decision of the arbitration body is final and shall be binding on the parties hereto.

十三、其他

others:

13. 1 本合同如有未尽事宜，由甲、乙双方洽谈解决。

if this agreement it unclear with reect to certain matters, the two parties shall discuss to resolve such ambiguities.

13.2 本合同由中、英文写成，两种文本具有同等效力。

this agreement is written both in the chinese and english versions shall be equally authentic.

13.3 本合同经双方签字后立即生效，未经双方同意，不得任意终止或修改，本合同另有约定除外，本合同一式二份，甲、乙双方各执一份。

this agreement shall become effective upon the signing thereof by the parties hereto an registration with the relevant and except as provided in this agreement ,this agreement may not bye terminated or amended without the consent of both are two(2) originals of this agreement ,one for party a,one for party b.

本合同于\_\_\_\_\_\_\_\_\_\_年 月\_\_\_\_\_日签订。

this agreement was signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

甲方： 乙方：

partya: partyb:

盖章： 盖章：

seal: seal:

地址： 地址：

address: address:

电话： 电话：

telephone number: telephone number:

传真： 传真：

**精选英文简历模板如何写五**

国外英文 简历 与国内英文简历相比，由于简历撰写人和阅读人的背景不相同，所以国外英文简历有很多地方需要根据国情做适应性改进。

首先是国外的英文简历一般都尽量不写性别、年龄和种族等涉嫌个人隐私的信息，因为从法律佣工角度，这些信息是涉嫌用工歧视的，招聘单位一旦被诉在招聘中涉及性别歧视、年龄歧视或种族歧视等有违法律条款的行为，是要付出巨额赔偿的，因为外国人认为一个应聘人是否符合某个招聘岗位的要求，是取决于应聘人的职业背景和职业技能水准，而不是上述信息。

但是对在国内的外企，你还是把上述信息、包括你的户口所在地，都老老实实地加在英文简历上吧。

咱们不认为这是歧视。

其次是国外的英文简历一般只写职责，不写业绩，这一点与国内的英文简历有本质的区别。

如果在英文简历上只写职责，就会出现千人一面的现象，比如大家都是公司中做会计的，各公司的会计职责就会基本一样，但每一个做会计的都会有不同的业绩，这才是简历中的重点，也是 面试 时谈话的话题，所以在国内的英文简历上一定要加上你的业绩。

第三点是国外的英文简历(以下内容略去xx字，谈的是国外的英文简历中应该去掉的内容。

写出来对国内的简历服务机构的冲击太大了，大家都不容易。

如果求职人能真正明白国外的英文简历与国内的英文简历的上述三点主要区别，就可以自己动手，先从国外的英文简历服务网站上，找到与自己职位相同的。英文简历，然后按上述说明，自己撰写英文简历了。

特别说明：本文“国外英文简历与国内英文简历的区别”，是应广大准备自己撰写英文简历的求职人的要求写的，目的是帮助那些有 英语 4级以上水平的求职人自己快速撰写英文简历，这种简便快速的方法与我们提供的专业辅导基础上的英文简历服务是完全不一样的。

我们的中英文简历都是在与客户反复交流的基础上完成的，客户得到的不仅仅是简历，还有撰写中英文简历的思路，和他应聘单位的hr的思路。

**精选英文简历模板如何写六**

销 售 合 同

sales contract

编号：contract no:日期: date:

签约地点：signed at:

卖方：sellers:

地址：address:

邮政编码：postal code:

电话：tel: 传真：fax:

买方：buyers:

地址：address:

邮政编码：postal code:

电话：tel: 传真：fax:

兹确认售予买方下列货品，其成交条款如下：

the seller hereby confirms selling the following goods on terms and conditions

(3)公差：数量及总值均有\_\_\_\_\_%的增减,由卖方决定

tolerance: with \_\_\_\_\_% more or less both in amount and quantity allowed at the

sellers option.

(4) 原产地

country of origin:

(5) 付款方式：30%预付，70%发货前一周付清

payment terms: 30% deposit, 70% payment within one week before delivery.

(6) 交货时间：收到预付款后15天内完成装运。

time of shipment: within15 days after deposit received.

(7) 贸易方式：fobshanghai

terms of shipment: fobshanghai

(8) 包装：胶合板木盘外封铁皮

packing： plywood drum with steel sheet cover.

(9) 保险：由卖方按发票全额110%投保至\_\_\_\_\_为止的\_\_\_\_\_险。

insurance： to be effected by seller for 110% of full invoice value covering \_\_\_\_\_ up to \_\_\_\_\_ only.

(10) 装运口岸：中国上海港

port of loading: shanghai port, china

(11) 转运：允许

transshipment: allowed

(12) 分批装运：允许分批装运

partial shipment: allowed

(13) 目的口岸：

port of destination:

(14) 唛头：shipping marks：

(15) 单据：documents：

(16) 品质与数量、重量的异义与索赔：quality/quantity discrepancy and claim：

(17) 逾期发运：如果由于买方原因造成逾期发运，买方承担责任。造成自签订合同之日起超过45天不能发运的，卖方将每日按货物金额的3%收取保管费；如果由于买方原因造成逾期发运超过6个月，卖方有权自行处置定金和货物。如果是卖方原因造成的逾期发运，卖方需提前告知买方并得到买方的确认并承担其他相关费用。

last shipment: if the late delivery is caused by the buyer, the buyer shall bear the

responsibility. if the delay has being made more than 45 days from the signing of the sales contract hereof, the buyer shall pay 3% of total amount each day, and if the delay is more than 6 months, the seller has the right to dispose the down payment and the goods. if the late delivery is caused by the seller, the seller shall inform the buyer in advance and get confirmation from the buyer, and the related expense shall be born by the seller.

(18) 质量/数量异议：对于质量方面的异议，买方必须在货物抵达目的港后30天之类提出：对于数量方面的异议，买方必须在货物抵达目的港后15天之内提出。对由于保险公司、运输公司、其他运输机构或邮局的原因所造成的货物差异，卖方不负任何责任。 quality/quantity discrepancy: in case of quality discrepancy, claim shall be filed by the buyer within 30 days after the arrival of the goods at port of destination; while for quantity discrepancy, claim shall be filed by the buyer within 15 days after the arrival of the goods at port of destination. it is understood that the seller shall not be liable, for any discrepancy of goods shipped due to causes for which the insurance company, shipping company, other transportation organization or post office are liable.

(19) 不可抗力：卖方对由于下列原因而导致不能或暂时不能履行全部或部分合同义务的，不负责任：水灾、火灾、地震、干旱、战争或其他任何在签约时卖方不能预料、无法控制且不能避免和克服的事件。但卖方因尽快地将所发生的事件通知对方，并应在事件发生后15天内将有关机构出具的不可抗力事件的证明寄交对方。如果不可抗力事件之影响超过120天，双方应协商合同继续履行或终止履行的事宜。

force majeure: seller shall not be responsible for failure or delay in performance of entire or portion of these sale contract obligations in consequence of force majeure incidents: flood, fire, earthquake, drought, war, or any other matters couldn’t be foreseen or controlled or couldn’t be avoided. but seller shall inform the incidents to buyer immediately, and shall delivery the certificate of force majeure incidents issued by related organization within 15 days after the incidents happened. if the incidents influence more than 120 days, both parties shall negotiate to decide whether to execute or terminate the sales contract.

(20) 仲裁：因履行本合同所发生的一切争议，双方应友好协商解决，如协商仍不能解决争议，则应将争议提交中国国际经济贸易仲裁委员会（北京），依据其仲裁规则仲裁。仲裁裁决是终局的，对双方都有约束力。仲裁费应由败诉一方承担，但仲裁委员会另有裁定的除外。在仲裁期间，除仲裁部分之外的其他合同条款应继续执行。

arbitration: all disputes across from the execution of, or in connection with this sales contract shall be settled friendly through negotiation, in case no settlement can be reached, the case shall then be submitted to china international economic and

trade arbitration commission, beijing for arbitration in accordance with its provisional rules of procedure. the result of arbitration shall be born by the losing party except for the condition the commission has other judgment. during the arbitration period, clauses beside of the arbitrated parts shall be executed.

(21) 本合同为中英文对应，一式两份，买卖双方各执一份；合同自卖方签字盖章、买方签字后生效（传真件以及扫描具有正版相等法律效应）。

the sales contract is concluded in chinese and english with same effectiveness, and will come into effect on stamp of seller and signing by buyer. the sales contract is in dual original and each party shall have one original copy of this sales contract. (any scanned and faxed copy shall have the same legal effect as the original one.)

(22) 备注：remark：

买方确认签署： 卖方确认签署：

for and on behalf of buyer:for and on behalf of seller:

**精选英文简历模板如何写七**

英文简历怎么写？有什么格式？fwsir小编整理了相关的简历模板给大家阅读参考，快来参考一下吧。

学生个人简历

casey a. hadley

3990 farnum road

new york, ny 10016

phone: 212-345-8654

email id:@

objective:

to secure an entry level position in an organization where my skills and expertise are utilized in a way that helps both me and the company

education

j.d. degree （or juris doctor degree–never juris doctorate） anticipated or expected may, 20\_, west virginia university

college of law, morgantown, wv.

gpa 2.9/4.3 class rank: 45/160. top one/third.

b.s. in civil engineering, summa cum laude, may 20\_, west virginia university college of engineering, morgantown, wv

gpa 3.98/4.0. class rank: second in class of 500.

experience

summer associate, dewey cheatham and howe, pittsburgh, pa. may- august 20\_

rotated between real estate and corporate departments. research and drafted memoranda in areas of antitrust and trade regulation, electronic commerce, and land use planning.

volunteer legal clerk, hometown legal firm, anywhere usa may-august 20\_

researched property records at courthouse and prepared memoranda for attorneys; delivered and picked up various legal documents as assigned. helped with document sorting.

student intern, wvu college of engineering, morgantown, wv. june 20\_-may 20\_

performed legal research and analysis to assess the statutory, regulatory and case law ramifications of innovative underground storage tank remedial technology.

summer worker, 1999-20\_.

various jobs to provide part of educational experiences including: laborer convex eagle glass, clarksburg, wv. counter person, wendy’s international, morgantown.

honors and activities

wvu college of law

student member, american bar association; member, patent law student association; member, volunteer law clerks, student organization which researches legal questions assigned by wv circuit judges; member, international law society; phi alpha delta, international legal fraternity.

west virginia university

member, mountain honorary, highest honor society for wvu undergraduate students; mortar board national honor society; captain, （two years） varsity tennis team.

skills and interests

fluent in spoken and written german, reading knowledge of spanish and french. certified in lexis and west law. excellent ability in wordperfect, microsoft word, groupwise and quicken. captain, tennis team, 4 years undergraduate.

20\_年英语简历怎么写

1、 one page, concise, easy-to-read format 一页、简洁、排版清晰

one page is the optimal length for most entry and mid-level positions: 大多数入门或中层职位，一页简历是最佳长度

hiring managers are busy. a one-page résumé makes their job easier to quickly make an interview decision: 招聘经理时间有限，一页长度的简历能帮你传达最核心信息，帮他们快速做出是否面试的决定

2、 include a hyperlink to your email address 邮箱地址加超链接

hyperlinks make it easie for hiring managers to contact you directly from your résumé： 邮箱地址加个超链接，这样招聘经理看完简历，直接就能联系你；

details like this will make you more professional and help you stand out from the crowd: 这些小细节能让你显得更专业，帮你从一堆简历里脱颖而出

3、 include a linkedin profile 创建一个linkedin账户

hiring managers at multinational companies increasingly look at linkedin profiles to find out detailed information about a candidates professional experiences: 很多跨国公司hr会用linkedin查看求职者的过往工作经历

a linkedin profile helps make you seem more professional and globally-minded: 创建一个linkedin账户，能让你显得更专业、更有国际思维

4、 do not use the pronoun \"i\" 千万别用第一人称\"i\"

never refer to yourself in the first person: 写简历的时候，千万不要用第一人称\"i\"

using \"i\" makes your writing unprofessional and lacking objectivity: 这样的书写会让你显得非常不专业、让简历缺乏客观性

不用\"i\"， 怎么写？

仔细看模版、认真学习今天的升级版课程

5、 lead with an executive summary 写一段自我概括

instead of using a cover letter, lead with a summary to state your years of experience and career highlights: cover letter太长了，现在的趋势是用一段简短的概述把你的职业履历、工作成绩体现出来

put the summary right after your contact details: 概述应该放在简历最开头，联络信息下

instead of labeling it \"summary\"， use your expertise as the header: 不要给摘要起名\"summary\"， 直接把你的专长和优势作为题目

5、 use keywords in the job description 简历里体现招聘职位的关键词

use keywords in the job description throughout your résumé to show that you have the right experience and skillset: 招聘广告职位描述里出现的`关键词、能力应该不断出现在你的简历里， 体现你拥有最匹配的经验和能力

6、 do not include irrelevant experiences 不相关的工作经历不要写

if you do not have relevant experiences, your chances of getting an interview and getting the job are probably low: 如果你没有任何和这个职位相关的经验，老实说，成功几率也不高

7、 use data and results whereever possible 用数字说话

use data to support your claim of skills: 用数字体现你的能力

use results by action sentence structure: 使用\"做了什么达到什么成果\"的句型

8、 list education at the end of the résumé 教育背景放最后

if you are a recent graduate, try to highlight your internship experience as much as possible: 如果你是应届毕业生，多花点篇幅描述实习经验，不要只说学校的成绩

hiring managers are more likely to choose the most \"job ready\" candidates: 招聘方更倾向于选择能快速上手工作的人

9、 remove empty statements like \"a passionate inpidual looking for an opportunity to grow\" 空话、废话不要说

hiring managers are focused on finding the right hire: 用人单位想找到最适合这个职位的人选

empty statements do not increase your chances: 空话不会增加你的机会

10、 subject line, attachment name 邮件主题、附件名称

the subject of your email should be the job position and your name

发送简历时，email的主题应该是你应聘的职位名、你的名字， 让招聘经理一目了然

the name of the attachment should also follow the same rule: 附件的文件名也应该一样； 千万不要是乱码、数字；

**精选英文简历模板如何写八**

英文简历 | 英文简历模板 | 英文自我介绍 | 英语求职信 | 英语自我介绍

药品相关法规及市场调研 市场策略 工作目标及计划

l research of medicine-related regulation and study of marketing affairs, as well as responsible for marketing strategy and scheming of work objectives and plans.

为公司主要产品进入中国市场进行药品进口注册

l conduct registry work for company’s major product being exported into chinese market.

策划 实施大型产品发布会 行业展览 产品演示等市场拓展活动

l scheme and conduct market development activities of big-sized product release show, exhibition within the trade, and product roadshows etc.

构筑全国范围内同大学院校 科研机构的技术合作交流网络

l had built a technical cooperation network with some colleges and universities all over the nation and with a few technical research institutions.

协调由产品进口-代理商-用户的产品流通各个环节

**精选英文简历模板如何写九**

英文简历模板

first name: lei? last name:yang

sex: male

age:23

native place: xxxxxxx

state of health: xxxxx

tel:354463432

education:

graduation colleges and universities:xxxxxxxxxxxxx

major: international enterprise management

bachelor of management 20\_

academic achievements

university scholarship (level iii) for academic excellence

merit of excellence for research paper on social research

title:“thoughts on creativity in enterprise management”

english skills:

excellent written and spoken english skills.

certifications: cet 6.

bec level 2 (achieved excellence in spoken english exam).

computer skills

proficient in office applications: microsoft powerpoint, microsoft access, microsoft outlook.

knowledge of and experience with photoshop, freehand.

proficient in c, basic, and foxbase programming languages.

passed microsoft atc (advanced) office xp exam.

certifications: microsoft office2000 expert, microsoft outlook2000 proficient user.

marketing experience:

1）xxxx guangzhou june 20\_

marketing representative

conducted marketing planning with other team members. analyzed current consumers and competitors. predicted future target consumers and developed marketing strategies. several major survey results and suggestions were adopted by the company.

2）pointzero survey, inc., april 202\_

market surveyor

conducted survey in lower-class residential areas. collected data and analyzed current and future market. completed heavy workload ahead of deadline, and was highly praised by the employer.

3）xxxx university guangzhou 202\_ - 20\_

department of xxxx

manager of public relations, student organization

key organizer, advertiser and planner for university/department-sponsored student performance events and academic and sport activities. successfully conducted advertising and acted as key organizer for events including: “celebrating youth,” a performance event, the “bird” marketing competition, and “zoom in on our times,” a series of student debates.

4）heguyuan ltd. (franchise), beijing march 1997

sales representative

sold food to retail customers. conducted customer survey to obtain feedback and identify potential customer needs. achieved good sales record through effective marketing.

additional experience

1）xxxxxresearch center june 20\_

reception delegate

reception delegate, interpreter and tour guide for the chairman of the xxxxxx

2）huaweide cultural exchange center, beijing february 20\_ - present

english translator (written english), part-time

translated business documents and economics articles

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