# 英文版优秀简历模板

来源：网络 作者：蓝色心情 更新时间：2023-12-18

*英文版优秀简历模板 　　人生天地之间，若白驹过隙，忽然而已，又将迎来自己找工作的`生活，现在这个时候，写好一份简历就十分有必要了！你知道写简历需要注意哪些问题吗？下面是小编为大家收集的英文版优秀简历模板，欢迎大家借鉴与参考，希望对大家有所帮...*

英文版优秀简历模板

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**英文版优秀简历模板1**

　　Eva Andrew

　　123,25th Street, MA, 011, Boston

　　Cell: 132-234-9856

　　E-mail: eva.

　　Career Objective:

　　To obtain a challenging position as a Senior Web Designer where I can utilize my graphic and web designing skills for the growth of the organization.

　　Summary:

　　Possess eight years of professional experience in web designing

　　Extensive knowledge of current web standards, CSS and HTML

　　Familiar with designing layout for various web pages

　　In-depth knowledge of creating workable links between different portions of pages

　　Effective written and verbal communication skills

　　Ability to identify core requirements of a successful web page navigation

　　Possess good organizational and management skills

　　Goal oriented and ability to work effectively with a number of clients

　　Technical Skills:

　　Extensive knowledge of PageMaker, CorelDraw, Photoshop, Microsoft Excel, Microsoft Word and Microsoft FrontPage

　　Familiar with JavaScript, HTML, Perl, Windows 95/98, Macro Media DreamWeaver, Windows XP and Illustrator

　　Educational Qualification:

　　Bachelor\'s degree in Computer Science from XYZ Science College, University of Boston, Boston in the year 1997

　　Master\'s degree in Computer Science from university of Boston, Boston in the year 20xx

　　Certification Course:

　　Certification Course in Web Designing, System Web Designing Centre, Boston 1997

　　Work Experience:

　　Web Designing Solutions Co Inc, Boston

　　20xx till date

　　Senior Web Designer

　　Assigned the tasks of developing and maintaining internet and intranet by using Dream weaver, Photoshop, HTML and Flash

　　Handled the responsibilities of designing user-friendly interface for on-line programmers like web-driven e-mail and multimedia

　　Responsible for creating graphics like logos and icons by using Photoshop and Fireworks

　　Assigned the tasks of administering Internet e-mail accounts for clients

　　Conducted training sessions regarding the use of programmers like Dream Weaver and Fireworks

　　Responsible for installing shopping carts by using CGI scripts for client websites

　　Globe Software Centre, Boston

　　20xx to 20xx

　　Web Designer

　　Responsible for creating corporate portals, websites and large scale-web applications

　　Handled the tasks of designing and optimizing graphics for corporate clients sites

　　Assigned the responsibilities of reviewing information architecture and creative design for feasibility

　　Responsible for designing and coding on user forms for website that require user registration

　　Designed interactive web pages for e-commerce sites

　　Handled other tasks under the instructions of the Senior web designer

　　Areas of Interest:

　　To apply new software tools in designing web and adapt to the changing environment

　　Ability to adapt visual designs into dynamic websites and websites templates

　　To contribute my best web designing skills in creating original designs for web

　　Personal Details:

　　Name: Eva Andrew

　　Date of Birth: XX/XX/19XX

　　Marital Status: Single

　　Employment Status: Permanent

　　References:

　　Mr. Hennery Smith

　　Web Designer Specialist

　　SSPL Web and Graphic Design Centre, Boston

　　Cell: 145-675-0734

　　Email: smith.

**英文版优秀简历模板2**

　　Contact Information

　　Jeffrey C. Bratton

　　3718 Luke Lane

　　Kenton, OK 73946

　　Tel: 580-261-9541

　　Email ID-

　　Career Objective

　　Seeking a high position in enterprise planning area, which will allow me to utilize my knowledge and skills to prepare efficient and effective budget plans for the company, thereby improving their profitability.

　　Skills and Proficiencies

　　Knowledge of Cognos software tools and applications

　　Proven track record of implementing enterprise planning and business intelligence strategies and solutions successfully

　　Experience in working with data warehousing tools

　　Translate business requirements into processes and make effective decisions to achieve business/project objectives

　　Communicate fluently and effectively with domestic and international clients and associates

　　Use easy techniques and solutions to solve complex problems without using complicated languages and scripting

　　Ability to explore information or data from the right source at the right time

　　Abreast with latest technologies, applications and processes in the Cognos enterprise planning environment

　　Technical Skills and Knowledge

　　Cognos tool - Cognos 8 Planning application, Administrator, Author, Framework Manager, Report Studio, etc.

　　Business intelligence/OLAP tools, Data stage, Informatica and Abinitio

　　Software languages including SQL, Java, XML, PL, C, C++, etc.

　　HTML, DHTML

　　Operating System and Windows XP, 20xx, Unix, MS-DOS

　　Microsoft suite

　　TOAD, Enterprise manager, Quality SQA

　　Educational Qualifications

　　MBA with specialization in Financial Management (major) and Information Technology (minor) from XYZ University, NY, 20xx

　　Diploma in Computing and Programming from Hightech Institute, NY, 1999

　　Bachelor of Engineering Degree in Computer Science from ABC College, NY, 1998

　　High School Diploma from XYZ High School, OK, 1996

　　Professional Training

　　Completed one year technical training program from IBM Software Group Training and Certification with specialization in Cognos suite.

　　Professional Experience

　　Company- IT Corporation Ltd., NY

　　Designation: Sr. Cognos Enterprise Planing Consultant

　　Duration- May 20xx to June 20xx

　　Job responsibilities:

　　Provide support to enterprise planning requirements through the use of Cognos Planing software of all versions

　　Plan, analyze and evaluate solutions for Cognos enterprise planning environment by using the appropriate version of the software

　　Take quick decisions and prepare financial budget and forecast plans in line with the available resources and company objectives

　　Ensure optimum utilization of resources and plan the overall design solution for the enterprise

　　Design and deploy complicated software methodologies

　　Compare past records and the present performance status to build a framework for the future

　　Involve in identification of drawbacks in the application process and take effective corrective actions

　　Maintain, develop and upgrade the ETL and data warehousing tools

　　Apply knowledge and solutions by using latest and updated technologies

　　Company- XYZ Inc , NY

　　Designation: Cognos Enterprise Planning Consultant

　　Duration- Sept 20xx to May 20xx

　　Job Responsibilities:

　　Develop enterprise planning applications for the company through the use of Cognos planning software

　　Build new models by comparing with the present and past models

　　Apply and use the latest version of Cognos Planning tool to the old models/ applications to increase more efficiency

　　Apply Cognos TM1 and Enterprise to install, configure and maintain the server

　　Optimize and improve the solutions and applications according to the best industry practices

　　Maintain cordial relations with the client, colleagues and stakeholders to ensure continuity of information flow, as and when required

　　Maintain reports and documentation related to Cognos enterprise planning

　　Make necessary changes to the report, as and when required

　　Ensure delivery of project within the deadline

　　Evaluated the performance of the project and analyze the effect of Cognos enterprise planning application

　　Improve the financial performance of the company and clients

　　Handle more than one project involving separate applications

　　Personal Details

　　Name: Jeffrey C. Bratton

　　Sex : Male

　　Age: 28 years

　　Marital Status: Single

　　Date of Birth: December 7, 1982

　　Nationality: American

　　Languages Known: English and Spanish

　　Hobbies: Programming and Web Designing

　　References

　　Name: Harry Kleten

　　Designation: Manager

　　Organization Name: XYZ Inc., New York

　　Telephone Number: 893-XXX- XXXX

　　Email Id:

**英文版优秀简历模板3**

　　Jason Miller

　　51 Beacon Street

　　Boston, MA 02108

　　Telephone No: 617-227-1092

　　Email id:

　　Qualifucations:

　　Expert in building technologies, architectural area planning, and drafting.

　　Coordinate mixed-use and multi-family housing construction projects.

　　Expertise in various architecture models and technical skills.

　　Work well with vendors across commercial, private, and public sectors.

　　Proficient in hand sketching drafts and computer aided drawing.

　　Take concepts to creation while effectively managing all resources.

　　Professional Experience:

　　ABC Designing & Works, Brighton, California: 20xx - Present

　　Architect

　　Responsible for incorporation of modern building techniques into historic renovation plans.

　　Created unique architectural designs according to client\'s demand.

　　Managed small tenant improvements and multiple use developments.

　　Developed a building expansion proposal for an industrial space construction using mostly glass and concrete.

　　1 XYZ Engineering, Caroline, New York: 20xx – Date

　　Drafter / CAD Operator

　　Managed and Anticipated inherent and unforeseen issues for minimizing risks.

　　Collaborated with contractors to ensure specifications adherence.

　　Designed presentation slides using 3-dimensional CAD software.

　　Managed documents and coordinated mailings for all project phases.

　　Created renderings and perspectives of commercial building renovations.

　　Education:

　　Bachelor\'s Degree in Architecture, XYZ University, Ithaca, New York, 20xx

　　Computer Skills:

　　AutoCAD 14 and 20xx, Adobe Photoshop, Illustrator, Microsoft Word, Excel, Outlook, MS Project.

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