

考研英语考前30天狂背作文 4-3 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/111/2021_2022__E3_80_88_E8_80_83_E7_A0_94_E8_c73_111281.htm 简历 1结构要点:简历是个人经历的书面表达形式，应包含个人信息、教育背景和经历。有时还可包含事业目标（objective或career objective）、其他经历（activities）、获奖情况（awards）和特长（special skills）等。 Directions 29 Suppose you are going to graduate from the university. Write a resume in about 100 words to apply for a job. Do not use your own name, using “ Li Mei ” instead.来源

: www.examda.com Sample:RESUME Personal Data: Name: Li Mei Sex: Female Address: Room 602, Dormitory Building 12, Wuhan University Wuhan, Hubei, 430021 Date of Birth: June 16, 1983 Place of Birth: Zunyi, Guizhou Telephone: (027) 87273548, 13802347887 Email: angellimei@gmail.com Hobbies: painting, reading, Internet surfing, dancing Foreign Languages: English Objective: To work as a regional sales representative who is responsible for sales activity and coordination Education: 2002 ~ Present Studying at Wuhan University Bachelor of Arts in finance 1999 ~ 2002 Studying at Zunyi No. 1 High School 1996 ~ 1999 Studying at Zunyi No. 7 Junior High School Work Experience: None Special Skills and Technical Qualifications: I am professionally trained in finance and economics. In addition to Mandarin, I can speak, write and read English fluently. I had two parttime jobs in Taiping Company and Zhida Company, which helped me gain some sales operation

knowledge and sales planning experience. 简历 2语言注意点: 简历忌过长或用词空泛, 提供的信息应有用、如实, 编排须整齐有系统。来源: www.examda.com Directions 30 Suppose you are Tan Wen, English teacher at Taiyuan Institute of Technology. Write a resume in about 100 words to apply for a new job in another city. Sample: Tan Wen Taiyuan Institute of Technology Taiyuan, Shanxi Province Telephone: (0351) 6523787 Experience 2000 ~ Present Working as a lecturer of English at Taiyuan Institute of Technology Teaching undergraduate (non-English majors) intensive reading, extensive reading, listening, writing Teaching graduate (non-English majors) writing Education 1997 ~ 2000 Studying at Shanghai Teacher ' s University Master of Arts in American Studies 1993 ~ 1997 Studying at Shanxi University Bachelor of Arts in English Language and Literature 1990 ~ 1993 Studying at Mianyang Senior High School 1987 ~ 1990 Studying at Mianyang No. 5 Junior High School Personal Data Sex: Female Date of Birth: June 27, 1976 Place of Birth: Mianyang, Sichuan, China Marital Status: Married, without Child Health: Excellent 100Test 下载频道开通, 各类考试题目直接下载。详细请访问 www.100test.com