

12月四六级考试必背范文：个人简历通知 PDF转换可能丢失图片或格式，建议阅读原文

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Ming P. O. Box 237, Beijing University 5, Yiheyuan Road, Haidian District, Beijing 100871来源：www.examda.com Tel: 62768888

Email: Liming@163.com Career Objective: A position with management potential in the banking business specializing in international corporate financing Educational Background: Sept 2003 to Beijing University July 2007 Major in International Business Management Main courses include English, Computer, Business Management, Accounting, International Commercial Law Work Experience: July 2006 to Bank of China June 2007 Internship, Secretary to Deputy Manager of Marketing Draft business correspondence Schedule deputy manager 's appointments Qualifications: University graduation certificate and bachelor degree to be conferred upon graduation (2007) College English Test Band 4 June 2005 Honors amp. 2006 Special Skills: Familiarity with Microsoft Word, Excel来源：www.examda.com Ability to work independently Outstanding Organizational skills Experience: President of Student Union 2003-present Personal Data: Date of Birth: 9/17/1984 Gender: Female Marital Status: Unmarried 四、通知

Directions: The Students ' Union of your department is planning a Chinese Speaking Contest. Write an announcement which covers the following information: 1) the purpose of the contest, 2) time and place of the contest, 3) what is required of the

candidates, 4) details of the judges and awards. Do not sign your own name at the end of the letter. Use Department of Chinese Language and Literature at the end of the announcement. Chinese Speaking Contest February 3, 2007来源 : [www.examda.com](http://www.examda.com) To improve students ' ability to speak Chinese and enrich after-class activities, the Students ' Union of Department of Chinese Language and Literature is organizing a school-wide Chinese speaking contest to be held on Saturday next week (10 February) at the Students ' Auditorium. Those who are interested in taking part in it may sign up with the monitor of their classes before Tuesday next week. Five professors will be invited to be judges. The first six winners will be given awards. Everybody is welcome to be present at the contest. The Students ' Union Department of Chinese Language and Literature 来源 : [www.examda.com](http://www.examda.com) 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](http://www.100test.com)