

毕业生求人力资源职位的英文简历 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/131/2021_2022__E6_AF_95_E4_B8_9A_E7_94_9F_E6_c96_131768.htm 本文是一个应届毕业生的求职简历，想得到一份人力资源部门的职位。由于是应届毕业生，没有工作经验，只有社会实践，因此本文主要突出的是求职者在学校的一些情况。 Resume Personal Data: Name : Steve Lee Gender : Male Data of Birth: June 11, 1980 Marriage Status: Single Major: Business Administration Graduate school: Beijing University Degree: Bachelor Degree Email: stevelee@jxue.com Phone : (010) xxxx-xxxx Fax : (010) xxxx-xxxx Address: No.29 Beisanhuan Road, Xicheng District, Beijing Objective: To obtain a challenging position as an assistant for a manager, especially in Human Resource Management. Education: 1999.9 - 2003.9 Dept of Business Administration , Undergraduate School of Beijing University bachelor degree 2000.9 -now, Dept of Law, Graduate School of South China Normal University . Academic Main Courses: Management of Human Resources Production and Operation Management Strategic Management Quality Management Marketing / International Trade Principles of Management Groundwork of Accounting Economic Law English Skills: Have a good command of both spoken and written English. Computer Abilities: Skilled in use of Windows / Office / Foxpro / Frontpage / etc. Practice: 1999.9 - 2000.9 Assistant in charge of Activity pision of the Communist Youth League. Having been a personal tutor for several foreigners from Greece and India in

English for half a year. We are still keep in touch .Scholarships and Awards: 2000.92001.9 Third-class ScholarshipQualifications: Have a passion for management/ international trade/ sales/ promotion.Attachment : Certification of Scholarship Certification of Cet-4 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