

求职英语：ResumeWriting应届生简历写作 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_B1_82_E8_81_8C_E8_8B_B1_E8_c96_131834.htm Developing a resume is the first step in any successful job search. The average resume is written out of necessity. Everyone knows you have to have one to get a job. Your resume is like your personal movie trailer. You want your resume to capture your employers interest, so theyll want to learn more about you. An effective resume will quickly highlight who you are, where you can be reached, and information about your most recent educational or training experiences. To make writing your resume as painless as possible, assemble the following information before you begin: Personal information such as name, address, phone, and e-mail address Current job objective 来源：考试大 Education and training 来源：考试大 Work experience, including duties and dates of employment Accomplishments (particularly as they relate to work experience) Specific skills and abilities 来源：考试大 Information about software knowledge or machinery you can operate References if possible. 来源：考试大 对于应届毕业生来说，将自己所获奖项及所发表过的作品列举一二，可以从另一方面证实自己的工作能力和取得的成绩。书写上奖学金应该一项一行。来源：考试大 Writing a resume applies some strict rules. You should be clear and concise, 1-2 pages should be the maximum. Be honest about your experience and goals (but present them in the best possible light). Stress what you can do and what youve learned. Be neat---no typos, smudges, etc. Dont

forget to include volunteer work, work and school awards and honors, notable skills---that your employers are interested in all of these. Make the most of your experience. Be proud of what youve done in the past. This helps make a positive impression.来源：考试大 在时间排列顺序上应遵循由后至前这一规则，即从当前的工作岗位写起，直至求职者的第一个工作岗位为止。求职者要将所服务单位的名称，自身的职位、技能写清楚。把社会工作细节放在工作经历中，这样会填补工作经验少的缺陷，例如，你在做团支书、学生会主席等社会工作时组织过什么活动，联系过什么事，参与过什么都可以一一罗列。而作为大学生，雇主通常并不指望你在暑期工作期间会有什么惊天动地的成就。当然如果你有就更好了。 Last but not least, do remember to proofread it! We cant over-emphasize the need to proofread your resume--and better yet, have someone else proofread it for you, Give them to your English teacher or guidance counselor and have them look it over. Two sets of eyes are better than one--your proofreader may catch mistakes that you missed, but an employer wont miss. Resumes with grammar mistakes, misspellings or uneven margins often get tossed. 简历完成后一定要请人校对！可以请你的英语老师或者辅导员帮忙，他们可能会指出简历中的错误。简历中的任何语法、拼写错误或者留白处参差不齐都会给雇主留下糟糕的印象，说不定随时都有可能被扔进垃圾桶！ 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