

应聘外企要在英文简历上下功夫,看老外的简历 PDF转换可能丢失图片或格式, 建议阅读原文

[https://www.100test.com/kao\\_ti2020/166/2021\\_2022\\_\\_E5\\_BA\\_94\\_E8\\_81\\_98\\_E5\\_A4\\_96\\_E4\\_c96\\_166317.htm](https://www.100test.com/kao_ti2020/166/2021_2022__E5_BA_94_E8_81_98_E5_A4_96_E4_c96_166317.htm) 英文简历一向是困扰中国学生的难题, 很多人都是套用中文简历的模式, 将中文翻译过去, 用来凑数, 毕竟如果是找国内的企业, 英文简历多数不过是用来装门面而已。但如果要应聘外企的话, 您就得在简历上多下点功夫了。考试大向大家推出一些原版英文简历, 供大家参考使用。 Peter David Stevens 来源: 考试大 University of Texas at Austin 1 University Station - C2369 Austin, TX 78712 来源: 考试大 (512) 555-3454 pdstevens@utexas.edu 来源: 考试大

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EDUCATION BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING University of Texas, Austin, TX, May 2002

College and Graduate School of Business Major: Marketing. Minor: Spanish 来源: 考试大 Cumulative GPA: 3.8

PROFESSIONAL SKILLS 来源: 考试大 Entrepreneurial: Designed, published and promoted 35-page marketing Web site. Established, managed, and sold lawn service consisting of 20 clients. Founded and maintained car detailing service responsible for 25 clients. Professional Sales:

Telemarketed as an order-taker for Longhorn Tire Supply, which involved learning and implementing sales presentation and conflict-resolution skills. 来源: 考试大 Performed cold, door-to-door sales calls to obtain clientele for a deli delivery route and landscape service company. Solicited Austin business

professionals for donations and sponsorships of UT Crew, Club Hispanic, and George Bush Hall events. Communications: Composed business news articles as an intern and authored editorial articles as a freelance columnist for the Texas Business Weekly. 来源 : 考试大 Drafted professional letters for the Texas Bureau for Compliance Monitoring and a financial assistance proposal for the Austin Rotary Club in an academic internship with the Migrant Farm Workers Association. Performed reading, writing, and speaking activities in Spanish while participating in a language immersion program in Costa Rica, a Latin American Studies trip in Guatemala, and a business internship program in Ecuador. Multicultural: Developed integrated marketing plan for sale of services to Latin American municipalities through internship program in Ecuador. Participated in Spanish immersion program in San José, Costa Rica, while living with a local family and attending a language school for one month. 来源 : 考试大 Interacted with Mayan Indians to observe their cultural norms and study their language for two weeks through a Latin American Studies trip to Guatemala. HONORS Whos Who Among Students in American Universities National Honor Society: 4 Semesters Deans List: 4 Semesters 来源 : 考试大 Honor Roll: 2 Semesters ACTIVITIES Resident Assistant, UT Department of Residential Life General Member, UT Alumni Association Rower, UT Crew Team 来源 : 考试大 Notes: The Cumulative GPA (Grade Point Average) is the calculation of all grades received while an undergraduate or a graduate student at the university. 意思就是平均分, 美国的GPA

满分是4分，即A=4，B=3，C=2，D=1.GPA的精确度往往达到小数点后1到2位，如：3.0，3.45。GPA的计算一般是将每门课程的学分乘以学时，加起来以后除以总的学时，得出平均分。中国学校的分数设置一般是百分制或五分制，具体的折合方式视不同的美国大学的要求而有所不同，一般来讲，百分制中的90分以上可视为4分，80分以上为3分，70分以上为2分，60分以上为1分，五分制中的5分为4分，4分为3分，3分为2分，2分为1分。中国许多大学的成绩单上没有学时，因此，GPA只能估算，可将所有课程的成绩加起来后除以课程数。一般美国大学对于奖学金申请者的GPA要求是3.0以上。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)