

2006年最受外企欢迎的十大简历(3) PDF转换可能丢失图片或格式，建议阅读原文

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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:

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xxxx-xxxx Address: No.29 Beisanhuan Road, Xicheng District,

Beijing Objective: To obtain a challenging position as a managerial

assistant, 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 / Practice: 1999.9 - 2000.9 Assistant in charge of Activity

pension of the Communist Youth League. Tutored several students

from Greece and India in English for six months. We still keep in

touch. Scholarships and Awards: 2000.9-2001.9 Third-class  
Scholarship Qualifications: 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  
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