

06年最受外企欢迎十大简历(1) 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\\_06\\_E5\\_B9\\_B4\\_E6\\_9C\\_80\\_E5\\_8F\\_c96\\_166519.htm](https://www.100test.com/kao_ti2020/166/2021_2022_06_E5_B9_B4_E6_9C_80_E5_8F_c96_166519.htm) 2006年已经过去，身为职场

中人，你是否想了解今年最受外企老板欢迎的英文简历是什么样的？毕业生和有经验的求职者在完成简历时又该各自注意什么问题呢？本站将推出2006十大最受欢迎的简历，为你作详尽分析。首先我们来看看最受欢迎的行政管理方向的简历。

下面这份行政助理人员的应聘者在简历中描述了自己的实际执行操作能力和处理人际关系的沟通能力，同时列出了自己的工作经验（由于篇幅有限，工作经验部分只是列举几条），同时该应聘者还有教学和社区服务经验，在简历的最后，还提到了自己的教育背景。

**BUSINESS SKILLS:** Word processing: Microsoft Word Other applications: PowerPoint, Microsoft Publisher, QuarkExpress, PhotoShop, Excel, Access, File Maker Pro, Microsoft Outlook, Lotus Notes, Reference Manager Writing ability (proposals, newsletters, presentations, resumes, cover letters) Internet skills Event coordination: trade shows, seminars, user conferences **STRENGTHS:** Interpersonal skills - ability to put people at ease. Dependable, organized, efficient .Team player. Self-starter

**BUSINESS EXPERIENCE:** The Health Institute, Division of Clinical Care Research, New England Medical Center, Boston, MA November 2000 - Present, Executive Assistant to Director and to Research Scientist Created prepress drafts for flyers, catalogs, order forms, and price lists Managed digital image library Formatted digital images for Website Coordinated co-op program

and produced credit memos Wrote memos, presentations, and correspondence for Vice President Maintained Excel sheets for budget, brand ID program, and retail mailer program Monitored invoices Health Dialog, Inc., Boston, MA Sept. 1998-April 1999 Administrative Assistant for healthcare management firm Edited and produced company newsletter Maintained company database Performed Internet research on health topics and competition Reviewed and analyzed health videos Created PowerPoint presentations Fulfilled orders for videotapes

**TEACHING EXPERIENCE:** Taught in nursery school for five years and kindergarten for two years

**COMMUNITY SERVICE:** Prescription Parents, Inc. (a parent support group for parents of children with cleft lip/palate) Member (1981-present), President (1995-present, 1985-87), Secretary (1984-85), Newsletter Editor (1982-84, 1987-89), Corresponding Secretary (1989-1995) Office for Children, Southern District Council, Former Member of Board of Directors

**EDUCATION:** 1992-93 Katharine Gibbs School, Boston, MA. "Entree" Business Program, Deans List 1971-75 Boston State College, Boston, MA. M.Ed. Early Childhood Education, Deans List 1967-71 Albertus Magnus College, New Haven, CT. B.A., majored in English

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)