

英文简历中要避免使用第一人称代词 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\\_\\_E8\\_8B\\_B1\\_E6\\_96\\_87\\_E7\\_AE\\_80\\_E5\\_c96\\_166535.htm](https://www.100test.com/kao_ti2020/166/2021_2022__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_166535.htm) 简历中描述自己能力的

的语句跟面试是不一样。 Interviewing is how you might state your skill, education or achievement during an interview. Resume Writing is a suggested way to present the same statement in your resume, without writing I or my. 下面是一些关于描述技能，教育和成就的简单例子，供大家比较参考。 Interviewing: I am very experienced at programming in C and Java. Resume Writing: Highly experienced programming C and Java

来源：考试大

Interviewing: I have worked on micro, mini and mainframe

computers.来源：考试大 Resume Writing: Computer platform

experience includes micro, mini and mainframe Interviewing: I

know Microsoft Word, PowerPoint, and Excel very well. Resume

Writing: Proficient in Microsoft Word, PowerPoint, Excel来源：考

试大 Interviewing: I have often worked with UNIX and Windows

NT. Resume Writing: Solid working knowledge of UNIX and

Windows NT Interviewing: My GPA was 3.5 and I graduated with

honors. Resume Writing: 3.5 GPA. Graduated with honors来源：

考试大 Interviewing: I have researched and written online help and

user manuals. Resume Writing: Developed online help and user

manuals 来源：考试大 Interviewing: Launching new products was

an important part of my job. Resume Writing: Instrumental in

launching new products 来源：考试大 Interviewing: I easily

understand technical matters. 来源：考试大 Resume Writing:

Demonstrated ability to grasp technical matters来源：考试大  
Interviewing: My staff performed well under my supervision and I  
always made budget. Resume Writing: Successfully managed staff  
and resources within budget Interviewing: I received a research grant  
for \$100,000. Resume Writing: Awarded \$100,000 research grant  
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