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https://www.100test.com/kao_ti2020/257/2021_2022__E7_94_B3_E8_AF_B7_E4_BF_A1_E7_c67_257681.htm 简历 1 结构要点：简历是个人经历的书面表达形式，应包含个人信息、教育背景和工作经历。有时还可包含事业目标（objective或career objective）、其他经历（activities）、获奖情况（awards）和特长（special skills）等。 Directions 29 Suppose you are going to graduate from the university. Write a resume in about 100 words to apply for a job. Do not use your own name, using “Li Mei” instead. Sample：RESUME Personal Data：Name：Li Mei Sex：Female Address：Room 602, Dormitory Building 12, Wuhan University Wuhan, Hubei, 430021 Date of Birth：June 16, 1983 Place of Birth：Zunyi, Guizhou Telephone：(027) 87273548, 13802347887 Email：angellimei@gmail.com Hobbies：painting, reading, Internet surfing, dancing Foreign Languages：English Objective：To work as a regional sales representative who is responsible for sales activity and coordination Education：2002 ~ Present Studying at Wuhan University Bachelor of Arts in finance 1999 ~ 2002 Studying at Zunyi No. 1 High School 1996 ~ 1999 Studying at Zunyi No. 7 Junior High School Work Experience：None Special Skills and Technical Qualifications：I am professionally trained in finance and economics. In addition to Mandarin, I can speak, write and read English fluently. I had two parttime jobs in Taiping Company and Zhida Company, which helped me gain some sales operation knowledge and sales planning

experience. 简历 2 语言注意点：简历忌过长或用词空泛，提供的信息应有用、如实，编排须整齐有系统。 Directions 30
Suppose you are Tan Wen , English teacher at Taiyuan Institute of Technology. Write a resume in about 100 words to apply for a new job in another city. Sample : Tan Wen Taiyuan Institute of Technology Taiyuan , Shanxi Province Telephone : (0351) 6523787 Experience 2000 ~ Present Working as a lecturer of English at Taiyuan Institute of Technology Teaching undergraduate (nonEnglish majors) intensive reading , extensive reading , listening , writing Teaching graduate (nonEnglish majors) writing Education 1997 ~ 2000 Studying at Shanghai Teachers University Master of Arts in American Studies 1993 ~ 1997 Studying at Shanxi University Bachelor of Arts in English Language and Literature 1990 ~ 1993 Studying at Mianyang Senior High School 1987 ~ 1990 Studying at Mianyang No. 5 Junior High School Personal Data Sex : Female Date of Birth : June 27 , 1976 Place of Birth : Mianyang , Sichuan , China Marital Status : Married , without Child Health : Excellent 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