

秘书资格认定写作指导：英文写作--个人简历 PDF转换可能丢失图片或格式，建议阅读原文

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: Name, Sex, Date of Birth, Place of Birth, Permaant Domicile, Nationality, Martial Status, Children, Religion, Party Affiliation, Health, Height, Weight, Present Address, Permanent Address.2、职业意向:Objective/or: Position Wanted: A position as English Instructor, preferably handling students from the intermediate to the advanced levels3、资历: QUALIFICATIONS: Bachelor of Arts in Business Administration, major in marketing.4、经历(Job Experience ) :一般逆序写。 5/86-12/86 University of California Press, Berkeley, CaliforniaEditorial and Marketing Trainee5/86-8/86 Wyatt and Duncan Interiors, Berkeley, CaliforniaSales Clerk5. 文化程度(Education):一般逆序写，可以包括主要课程。例如

: Master of Science with concentration in Electronics,Massachusetts Institute of Technology, from Sept.,1985 to June, 1987Beachelor of ScienceBeijing University, Department of Electrical Engineering, from Sept.,1981 to July, 19856.技术资历与特长(Technical Qualifications/ Special Skills)7.著作及专利(Publications and Patents)8.社会活动(Social Activity)9.荣誉与奖励(Honours and Awards)10.爱好及兴趣(Hobbies and Interests)11.证明人(References) 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)