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- 1、 A responsible administrative position which will provide challenge and freedom where I can bring my initiative and creativity into full play. 负责管理的职位，该职位将提供挑战和自由，使我能充分发挥我的进取精神及创造能力。
- 2、 An executive assistant position utilizing interests, training and experience in office administration. 行政助理的职位，能运用办公室管理方面的兴趣，训练与经验。
- 3、 A position in management training programs with the eventual goal of participating in the management rank of marketing. 管理培训计划方面的职位。最终目标在参与市场管理层。
- 4、 An entry-level position in sales. Eventual goal. manager of marketing department. 销售方面的初级职位。最终目标：销售部门的经理。
- 5、 A position requiring analytical skills in the financial or investment field. 财务或投资领域需运用分析技巧的职务。
- 6、 To begin as an accounting trainee and eventually become a manager. 从当会计见习开始，最后成为经理。
- 7、 An entry-level position in an accounting environment, which ultimately leads to financial management. 会计部门的初级职务，最后能够管理财务。
- 8、 A position as data-processing manager that will enable me to use my knowledge of computer systems. 资料处理经理的职务，能保证我运用电脑系统的知识。
- 9、 An entry-level position responsible for computer programming. 负责计算机程序设计的初级职务。
- 10、 Administrative assistant to an executive where

short-hand and typing skills will be assets. 高级管理人员的行政助理，将用上速记和打字技能。

11、 A position which will utilize my educational background in biology, with prospects of promotion. 谋求能运用我在生物学方面的学识，并有晋升前途的职位。

12、 A position in charge of management training programs. 负责管理培训项目的职位。

13、 Responsible managerial position in human resources. 人力资源方面负责管理的职务。

14、 A position in Foreign Trade Department, with opportunities for advancement to management position in the department. 外贸部门的职位，有机会晋升到该部门的经理职务。

15、 An administrative secretarial position where communication skills and a pleasant attitude toward people will be assets. 行政秘书的职务，用得上交际技巧和与人为善的态度。

16、 A position as a design engineer in an engineering department. 工程部门设计工程师的职位。

17、 Looking for a position as a computer programmer with a medium-sized firm. 谋求一家中型公司的计算机程序员职位。

18、 To serve as sales promoter in a multinational corporation with a view to promotion in position and assignment in parent companys branch abroad. 担任多国公司的推销员，期望在职位上有晋升并能分派到母公司的海外分公司去工作。

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