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1. University major in computer science, three years of part-time work in a computer software company. 在大学主修计算机科学，在计算机软件公司兼职三年。

2. Experienced operator: Word Processor SV68, 60 wpm. 有经验的操作人员：文字处理机SV68型，每分钟60个单词。

3. Educational background in business administration with a major in secretarial science and two summers of full-time work experience. Working knowledge of all common office machines. 有工商管理的学历，主修秘书学，两年暑假的全职工作经验。对办公室所有常用机器有运用知识。

4. Office skills include operating English word processor and microcomputer, taking shorthand 85 wpm. 办公室工作技能包括：操作英文文字处理机及微型电子计算机、速记每分钟85个字。

5. Four years of experience in marketing, in addition to a bachelors degree in management with major in marketing. Like to be challenged with a responsible job. 除了主修市场学的管理学学士学位，还有四年的市场营销经验。喜欢迎战责任重大的工作。

6. University education in management with an emphasis on accounting, involving the use of computers. Able to comprehend financial statements. 在大学修管理学，以会计为主，包含电脑的使用。能理解财务报告。

7. Ability to organize marketing campaigns and to supervise employees. Effective communication abilities and public relations skills. 具有组织市场活动和督导员工的能力，并具有

效的交际能力和公关技巧。 8. Three years of successful job experience ranging from sales responsibilities to management of marketing department. Adaptable, versatile, industrious. 三年的成功工作经验，范围从销售职责到市场部门的管理。适应性强、善变通、勤奋。 9. Special training in accounting at Guangdong College of Commerce and three years of practical experience in accounting environment. Enjoy working with people. Responsible and reliable. 在广东商学院接受会计方面的专门培训，并有三年在会计部门的实际经验。喜欢和别人一同工作。负责可靠。 10. Work experience in personnel affairs in a foreign capital enterprise coupled with educational background specialized in personnel management. Maintain good human relations. 外资企业人事事务的工作经验，加上人事管理的专门学历背景。保持良好的人际关系。 11. Five years working experience in teaching English at a middle school coupled with educational background specialized in English Instruction at Guangzhou Teachers College. Ability to listen and sensitivity to the needs of students. 有五年在中学进行英语教学的工作经验，加上在广州师范学院专攻英语教学的学历背景。能倾听学生意见，对学生的需求敏感。 12. Good university education with Japanese as my major combined with practical experience in translating business documents. Worked as an interpreter in Japan for a Chinese investigation group for three months. 良好的大学教育，主修日语，加上翻译商务文件的实际经验。为中国考察团在日本当过三个月的译员。 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