

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

[https://www.100test.com/kao\\_ti2020/276/2021\\_2022\\_\\_E7\\_A7\\_98\\_E4\\_B9\\_A6\\_E8\\_B5\\_84\\_E6\\_c67\\_276177.htm](https://www.100test.com/kao_ti2020/276/2021_2022__E7_A7_98_E4_B9_A6_E8_B5_84_E6_c67_276177.htm) 一、英文简历撰写注意事项:1.多用无主句2.年代顺序由近及远3.单项标题大写4.纸张一般为16开或A4二、英文简历的基本内容1、个人情况

: 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)