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https://www.100test.com/kao_ti2020/278/2021_2022__E8_8B_B1_E6_96_87_E5_B1_A5_E5_c96_278376.htm Caifeng WenShantou
International Trade Development Co. Central Jinsha Road Shantou
515041 (0754)8888888888 Born: June

3,1969160cm,58kgSingleExcellent HealthNative Place:

ZhuhaiObjectiveTo work as an English secretary at an enterprise
with foreign investment in ZhuhaiExperience1992-Present Office
secretary at Shantou International Trade Development Company.
Responsible for writing English Correspondence and
telecommunications to foreign trade partners.Education1990-1992
Secretarial Course, Shantou University. Coursework included:
secretarial principles, office administration, management, business
English, English word processing, stenography,
bookkeeping.SkillsComputer programming. Typing 55
wpm.Personal QualitiesCommunication skills, accuracy in handling
details, cheerful personality, strong leadership and a sense of
responsibility.ReferencesDechun Ma, Office director, Shantou
International Trade Development Company. Tel:8251212.汕头市
金砂中路，汕头 国际贸易发展公司 温彩凤 515041

(0754)8888888888888888 出生:1969年6月3日160公分，58公斤未婚
身体状况极佳籍贯:珠海应聘职位：在珠海外资企业当英文秘书。
经历1992年至今 汕头国际贸易发展公司办公室秘书，负责书写给外国贸易伙伴的英文函电。学历1990年至1992年 文秘课程，汕头大学。课程包括：秘书原理，办公室行政，管

理学，商用英语，英语文字处理，速记学，簿记。技能电脑程序编制。打字每分钟55个单词。个人品质具备交际技巧，处理细节准确，个性开朗，领导能力强，有责任感。证明人马德，汕头国际贸易发展公司办公室主任。电话：88888888。 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