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[https://www.100test.com/kao\\_ti2020/33/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E8\\_8B\\_B1\\_E8\\_c28\\_33487.htm](https://www.100test.com/kao_ti2020/33/2021_2022__E5_A4_96_E8_B4_B8_E8_8B_B1_E8_c28_33487.htm) 一份出色的Resume，是向外企求职的关键之一。不了解有关的常识和程式，不花费相当的心思来展示，以有纯正娴熟的英文功底，决不能获得单位的青睐。在一大堆错误百出、英文表达能力低劣或平庸，毫无针对性和创造性的Resume中，你的那份若能让人眼睛一亮，成功的机会必将大大增加，以下我试着结合一个具体的例子给出说明和评述。 Balance Sheet：基本方法选取适当的工作后，必须看清招聘广告上所列出的每项要求，再将自己的学历、能力与兴趣逐一与之比较，作一张balance sheet. 例如，一则关于marketing management trainee和job requirement是这样写的： We are looking for a competent person to fill the captioned position： University graduate majors in Marketing Management. Prepared to develop career in the commercial field -outgoing personality -Able to communicate with different levels -Good knowledge in PC operations -Proficiency in written and spoken English/Mandarin 则你相应地考虑自己的qualification的选择和表述，如你可写（与上列各项对应）： -University graduate with major in Marketing -Having actively participated in Business club"s activities and learned accounting and management -Good in communication with people and like a lot of out door activities know how to tackle with people from all walks of life -Skillful in operating Words,Excel,Lotus1-2-3,etc -Fluent in English and studied advanced level of Mandarin 刚毕业，何来工作经验

？其实，客下读书时的兼职、实习、实践，以至所曾参加的一些课外活动 - 协助出版学校刊物、举办活动，展览、宣传.....都可算是工作经验、不过，表达起来要有针对性地展开，列出那些与所找工作有关连的项目重点介绍，必要时更可使用summary的方式，给招聘者深入的了解。我手头这份材料的相关表这实在简陋呆板：1996/7-1996/8 General Clerk, IBM 1995/7-1995/8 Account clerks, Manley Toy Trading 1994/6-1994/8 Salesgirl, Esprit. 倘能换一种表述如：Three years of job experience in different positions have offered me opportunities to understand different job aspects. -As a General Clerk(IBM),Accounts clerk (Manley Toy Trading),I have learned how to prepare purchasing orders, place orders, handle accounting mattery, check voucher,.....also(Salesgirl, Esprin)developing the technique of sellina, serving and stocking. 岂非能更好地突出个人工作经验，吸引招聘者的注意力！Job Objective通常，一般求职者只会在履历表开端简单地写上所应征的职位 - "Position Applied: Management Trainee"或"I am applying for....."其实，若懂得利用这小小空间写出自己的事业目标（job objective），能显示出你对该工作的热诚及憧憬，能令招聘者对你加倍留意。比如这个不错的例子job objective To begin as a Marketing Management Trainee, with opportunity to advance to executive level and contribute to the development of firm. 其实，这位外企人士所谈的关于准备RESUME的技巧，完全可以应用到中文简历上来。各位读者可以尝试一下。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)