

英文求职信模板8人事助理 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/462/2021_2022__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_462305.htm 英文简历模板：人事

助理 ASSISTANT PERSONNEL OFFICER Sandy Lin

15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.

PROFESSIONAL OBJECTIVEA position in the personnel field in which my experience and education will have valuable application.

PROFESSIONAL EXPERIENCEVIRGINIA GENERAL

HOSPITAL,Suffolk,VAAssistant Personnel

Officer,1990-PresentRecruited and trained administrative and clerical staffs,ancillary and works department staffs,professional and technical staffs.Supervised Personnel Assistant,Personnel Clerk and Secretary. Organized,revised,expanded and managed induction program. Evaluated personnel. Conducted disciplinary and grievance interviews. Signed employees to contracts. Advised staff on conditions of employment,entitlements,maternity leave,etc.

SOUTHERN CHARM STORES,Roanoke,VAAssistant Staff

Manager,1986-1990Recruited and 0selected employees. Hired personnel and referred for termination. Administered wages,salary and workmens compensation. Developed staff in various job

descriptions. Performed inductions. Supervised personnel clerk.

Served as interim Staff Manager at Raleigh. EDUCATIONYALE

UNIVERSITY,New Haven,CTBachelor of Science in

Sociology,1996COOK COLLEGE,LOS Angeles,CAPersonnel

Management Exams,1985REFERENCESAvailable upon

request.Clean layout makes resume easy to read. Unrelated work experience is omitted. 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