

求职英语-履历表范例(文秘人员) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/500/2021_2022__E6_B1_82_E8_81_8C_E8_8B_B1_E8_c96_500683.htm 求职英语-履历表范例(

文秘人员)Caifeng WenShantou International Trade Development Co.Central Jinsha Road Shantou 515041 (0754)8888888888Born:

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

身体状况及佳籍贯: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