

求职秘籍：经典英文简历模板 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/646/2021\\_2022\\_\\_E6\\_B1\\_82\\_E8\\_81\\_8C\\_E7\\_A7\\_98\\_E7\\_c96\\_646135.htm](https://www.100test.com/kao_ti2020/646/2021_2022__E6_B1_82_E8_81_8C_E7_A7_98_E7_c96_646135.htm) 6月份又会有招聘会高峰了，很多同学都期待着能找份好工作，最好是进外企。想进外企，适合的英文简历是敲门砖，如何正确写好英文简历？来看看英国总领事馆文化教育处的建议吧。 CVs are a summary of your skills and achievements and they need to be short. preferably a maximum of two pages. You have the freedom to choose which format you think will most appeal to your prospective employer and so will maximise your strengths whilst minimising your weaknesses. 简历是对你所掌握的技能 and 取得的成就的总结，必须简洁，最多不超过两页。你可以任意选择最适合自己的简历模板，以吸引你的潜在雇主，并扬长避短。 The standard CV is the Chronological CV. this is the traditional, familiar layout and is the most commonly used format. A second type is the Functional CV which focuses on skills and achievements rather than employment history and qualifications. 标准简历是以时间为序进行制作的，它的布局传统、常见，且使用频率最高。第二种形式的简历是功能型简历，侧重于对自身技能和成绩的描述，而不是工作经历和资质。 Which CV format is best for you, depends, to some extent, on your career development. If you are a recent graduate, the standard CV, which is also called a competency-based CV, is more suitable. For a more mature student, a skills-based CV works well, as it demonstrates life experiences more effectively. However it is useful for any job seeker, who is applying

for a career that is not directly related to his or her degree subject or previous experience. 在某种程度上说，哪一种简历更适合自己的取决于自身的职业发展情况。如果你是一名刚毕业的大学生，标准简历（也称为基于个人能力的简历）更为合适。对于成熟的求职者，基于技能的简历更合适，因为它能有效地描述个人经历。同时它也适用于那些寻找与自己所学专业和之前工作经历无关的工作的求职者。 Here is a standard graduate CV：一份标准的简历应该是这样的(简历括号内的绿色字体为写作提示)：更多推荐：[英文求职简历模板下载汇总](#) [英文求职信的七步法](#) [应届生如何写好英文简历](#) [如何充分的利用您的英文简历](#) [应届毕业生：应如何制作英文简历](#) 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)