

英文简历和面试自我介绍的必备词汇 - 动词短语 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\\_\\_E8\\_8B\\_B1\\_E6\\_96\\_87\\_E7\\_AE\\_80\\_E5\\_c96\\_646537.htm](https://www.100test.com/kao_ti2020/646/2021_2022__E8_8B_B1_E6_96_87_E7_AE_80_E5_c96_646537.htm) 很多人在写英文简历自我介绍时，都会觉得自己词汇量太少，尤其是动词，就那几个简单的英文单词反复地使用，让看简历的人也觉得很乏味。比如，在描绘自己掌握的技能技巧和以前的业绩时，有很多很地道的英语动词都可以使用，它们会让你的英文简历看起来与众不同。我们罗列了22个在英文简历自我介绍时最常用的英语动词，供大家在写英文简历的时候使用。相信一定能让你的自我介绍更加生动、详尽，更有说服力。会给招聘企业留下良好的第一印象，从而顺利拿到面试的通行证。

1. achieved sales increase by 15%
2. acquired enough experience for ....
3. acted as interpreter for the last 5 years
4. attended all these meetings, and assisted the project manager to make financial decision
5. cooperated a project for a fast food restaurant
6. completed the negotiation and achieved sales increase by \*
7. conducted a seminar
8. controlled the budge
9. coordinated operations of a hotel with manager
10. created a good image for Co
11. developed marketing skills by working as a salesman for years
12. devised a system which could simplify working process
13. directed a staff of ten in producing the newspaper and selling it
14. experienced in operations of ...
15. gained retail experience including the marketing research
16. handled public relations
17. helped coordinate operation of a computer company
18. improved efficiency of work and reduced its expenses
19. initiated and carried

out a research project to evaluate the trade market 20. served as an assistant manager in a world-famous chain store 21. supervised 6 person research team for 5 years 22. worked one year as a ... 相关推荐：  
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