# 英文简历个人求职模板（范文大全）

来源：网络 作者：雪海孤独 更新时间：2024-09-02

*第一篇：英文简历个人求职模板英文简历是求职者自我推销的必备文件,那你知道英文简历该怎么写吗?下面是小文档下载网小编为大家带来的个人求职英文简历模板，相信对你会有帮助的。个人求职英文简历模板(一)Sandy Lin 15/F,TOWER2 ...*

**第一篇：英文简历个人求职模板**

英文简历是求职者自我推销的必备文件,那你知道英文简历该怎么写吗?下面是小文档下载网小编为大家带来的个人求职英文简历模板，相信对你会有帮助的。

个人求职英文简历模板(一)

Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.OBJECTIVE

To contribute acquired administrative skills to a senior secretary/word processor position.SUMMARY OF QUALIFICATIONS

\*More than 13 years administrative/clerical experience;type 90 wpm.\*Self-motivated;able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operational deadlines.\*Proven communication abilities,both oral and written.PROFESSIONAL EXPERIENCE

1988-Present CALDYNE ASSOCIATES,Providence,RI

Secretary

Process technical reports,engineering specs,and traffic studies utilizing Multi-mate WP.Type all requisite documents for staff of 30 professionals.Arrange meetings,handle incoming calls.Expedite UPS mailings,Federal Express,faxing and courier services.Type statistical charts,manuscripts,correspondence,and minutes.Order supplies,coordinate daily meetings,arrange luncheons,and administer labor cards.1984-1988 BRISTOL BANK,Bristol,CT

Secretary/Receptionist

Utilized call director,typed reports,letters,and expense sheets.Reserved conference rooms,order supplies.Responsible for calligraphy assignments.1981-1984 SARGENT AGENCY,Hamden,CT

Secretary

Assigned to school of public health.Managed typing of medical charts used in textbooks for government funded medical program in Iran.EDUCATION

POLLACK SECRETARIAL SCHOOL,Jackson,TN 1979

COMPUTER SKILLS

DOS,Microsoft Word,IBM Compatible,Lotus 1-2-3

Separate category for computer experience calls attention to candidate\'s technical knowledge.Education is applicable to candidate\'sjob objective and adds weight to resume.个人求职英文简历模板(二)

Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.SKILLS:

Typing 65+wpm.Strong knowledge of general accounting procedures.Ability to work under pressure in a fast-paced environment and manage multiple tasks.Ability to work independently with good organizational and communication skills.Experience working for a large corporation.Professional appearance and attitude.EXPERIENCE:

1989-Present CARTER TRUST

Office Clerk

Transcribe statements form insureds,type letters to attorneys,insureds,and other insurance companies.Manage timely payment of worker\'s compensation checks and the timely filing of workers\' compensation forms;type confidential material such as employee appraisals for the Claims Manager.Extensive workload on IBM 3090 processing insurance claims,payments,and recovery checks.Print checks to insureds and vendors.Answer telephone inquiries from insureds,claimants,and agents.1985-1989 FEDERAL UNION INSURANCE CO.Clerical Supervisor

Supervised the clerical staff consisting of three clerical employees.Acted in the capacity of Administrative to the Claims Manager,typed letters to attorneys,insureds,etc.,and handled special projects and reports from the Boston office.1981-1985 MAPLEROOT HIGH SCHOOL

Payroll Clerk

Handled a monthly payroll for 500 hourly employees.Prepared quarterly federal withholding tax returns and labor statistics report.EDUCATION:

H.S.Diploma

Certificate in WordPerfect 5.1

Certificate in Lotus 1-2-3

COMPUTERS:

WordPerfect 5.1,Lotus 1-2-3,E-Mail,IBM System

REFERENCES:

Furnished upon request.Skills section focuses employer\'s attention on candidate\'s relevant qualifications.Work experience is emphasized,while limited education is de-emphasized

个人求职英文简历模板(三)

Name: xxx

Gender: male

Date of Birth: xxxx/xx/xx

Residency: HuangShi

Zip Code: 435xxxxx

Career Objective：English Teacher

Home Tel: 086-xxxx-xxxxxxx

Mobile: 0714-xxxxxxxxxxx

Email:

Political Background：probationary party member

Leadership Position：the chair of league member

Address: HuBei province HuangShi City Ma Fang village

Work Experience

2024/07-2024/9：commended by dean to be an English private tutor in BeiJing

2024/03--2024/05：QiHui private tutor Center as an English Tutor in XianNing

2024/06-2024/12：as an English Tutor teaching High School student in HuangShi

2024/10-2024/05：as a student secretary of the college of foreign studies

2024/08-2024/12：an English training teacher of Info Tech Essentials，Inc.Huang Shi Branch

Education

2024/09--2024/06　 XianNing University　 English Education　 Associate

2024/09--2024/06　 HuBei Normal Univercity English　　　　　 Bachelor

Training

2024/10--2024/12 No 14 Middle School in HuangShi city　　　 English cadet teacher

Language Skills

English　　 excellent　　　　　　　　 Japanese　 average

Certifications

2024/03　 TEM Level 8　　　　 EVIII 0810045236

2024/04　 TEM Level 4　　　　 EIV 0710075088

2024/06　 CET-6　　　　　　　 \*\*\*

2024/12　 provincial Computer Level Test Band1　 2005121141345

2024/12　 Mandarin Chinese Rating Certificate　 X1140430787

2024/7　 Teacher qualification certificate　 200742XXXX0000459

Honors/Awards

national scholarship

the first ranking scholarship

the second ranking scholarshipgood’s student

outstanding student leader9 f2 m:

excellent League Member

the second price in teacher skill competition in HuBei Normal University

the first price in normal students’ teaching lesson

the third price in students’acqierement

the outstanding price in first term in Telecommunications Cup Resume Competition

Self Assessment

I’m an active，diligent，honest and responsible employee.With sense of

creation，I\'ve found effective work method of making one-self breakthrough and enjoy the happyness brought through hard working.Basiclly，i think be ambitious and scrupulous working attitude are origin to develop career.As an endless lesson，i will endue myself with more strong spirit of teamwork，skill of communications and develop the ability to find problems and its effective solutions coming from working;

During two half-years working experience，I\'ve accumulated some foreign trade experience and some relevant import&export business experience.Meanwhile，I become more self-confident than just graduation and always firmly believe that the mutual trust between company and employee and necessary teamwork are the keys to achieve success.My work attitude is “ when you finished a common affair，you will be not common and when you finished a simple affair，you will be not simple!”.Finally，hope sincerely that i could have chance go along with your company.

**第二篇：建筑师个人求职英文简历**

建筑师个人求职英文简历模板

以下是小编为大家推荐的建筑师个人求职英文简历模板，欢迎参考学习!

ason Bond

FOT 1011

1209 2nd Avenue south

Birmingham, AL 35294

Telephone No: 2055921019

Email id:

Education

Sept 1980 Dec 1982

Masters of Architecture

ABC University(Oakland, California)

Fall \'Plan Off\' competition winner

Graduated with honors

Sept 1975 June 1979

Bachelor of Environmental Design

XYZ University(Brighton, New York)

Affiliations

Student Body President

New York Future Architect Association(Clinton, New York)

Experience

March 1990 – present

Staff Architect

ABC Son Engineers,(Buffalo, New York)Residential and commercial design, site inspections, working drawings, MiniCad, renderings。

September 1984 February 1990

Architectural Assistant

XX XX Associates(Los Angeles, California)

Model preparation, preliminary design, AutoCAD。

January 1983 August 1984

Architectural Assistant

XYZ Engineering(San Jose, California)

Responsible for all phases of project planning and design from initial site visit to as built and drafting。

Additional Skills

Computers Internet

Comfortable in IBM / clone or Mac environments。

Extensive use of Microsoft Office Suite and web design software。

Developed personal and several other web pages。

Knowledge of computer networking that includes prior work with Microsoft NT and Novell ，相关阅读——

建筑师个人简历范文

姓 名：fwdq

性 别： 男

出生日期： 19710817

民 族： 汉

户 籍：

广东省

身 高： 160cm

婚姻状况： 已婚

体 重： 60kg

政治面貌： 团员

学

历： 大专

毕业时间： XX0101

毕业院校： 广东水利电力职业技术学院

身 份 证：

专

业： 土建类 水利水电工程建筑

现有职称： 中级

第二专业： 电气自动化 水电站电力设备

现住地点： 贵州省

求职意向

应聘职位类型：

房地产/建筑专业人员

求职类型： 全职或者兼职

月薪要求： 面议

具体职位一： 注册安全工程师挂靠

具体职位二： 机电设备管理

具体职位三：

具体职位四：

具体职位五：

希望工作地区： 广东省 广州或珠三角地区作地区：

相关工作经历及特长

人才类型：

普通求职

相关工作时间： 20年

外语语种： 英语

外语水平： 一般

其它外语语种： 无

其它外语水平： 无

普通话水平： 良好

计算机能力： 一般

教育/培训经历

XX年通过国家注册安全工程师考试

其他工

XX年10月取得广东省质量技术监督局起重机安装维护维修证书

工作经验

工作时间二十年，长期从事水利水电工程施工。

工作技能

本人长期从事水利水电建筑工程的建设，历任技术员、电气助理工程师、工程项目部机电物资部长、设备部长、本文来源于项目安全主任，工作扎实、技术全面、为人朴实，多年以来，全面的招生平台，一直在前方从事机电技术与管理工作及项目安全管理工作,熟悉工程机械设备维护保养及管理，具有良好的身体素质、精力允沛、通情达理、处理事物果断、严谨、公道正直、以身作则。

职业目标

1、专职安全培训、大型企业注册安全工程师、施工企业或工厂机电设备管理、电气安全等相关工作岗位

2、挂靠安全工程师

自我介绍 1、20年的建筑工程施工机电设备管理工作经验;

2、熟悉施工企业安全现场管理：6S、消防、工伤、安全教育、政府沟通、特种设备管理、危险化学品管理

**第三篇：个人求职英文简历下载**

个人求职英文简历模板下载

英文简历算得上是求职中的敲门砖，求职简历写得怎么样直接影响到求职的成功与否。所以写好求职简历也是一个关键要点。下面免费提供个人求职英文简历模板下载，欢迎阅读!

个人求职英文简历模板下载

三种常见的英文简历模式类型

制作英文简历可以采用多种模式，常见的英文简历包括学习型简历、经历型简历、职能型简历，我们到底应该选择使用哪种模式呢英文简历模板的选择应该因人、因岗而异，即要根据实际情况来应对，今天我们就介绍三种常见简历模式异同。

1、学习型简历，制作这种简历的求职者自然是大学毕业生，原因就是没有工作经历就要利用学习经历取胜，所以此类求职者一定要采用学习型简历，将重点放在学业上而不要讲兼职当成了重心。在这类简历里列出以下几类内容：

第一类，就是个人基础信息比如姓名、通信地址、还有电话号码、健康状况、性别、身高、体重、身份证号码、婚姻状况等。注意你要是已经有孩子了那也交代下，而不要仅仅说明你是否结婚。

第二类，你应聘的职位具体名称，这个名称一定要和应聘的岗位相同才行而不能只是类似或别名;

第三类，你就读的学校情况主要是专业名称、学位、起始时间和终止时间、社会活动、课外活动等等。

2、经历型简历，制作这类简历需要将工作经历放在学习经历的前面才是正确的方式，不要认为学习经历的时间较早就得出现在前面。因为主打内容就是工作经历，这类简历展示的元素主要是你获得的工作经验以及技巧能不能满足企业的需要。

3、职能型简历，也是突出工作经历不过重点是得到的具体能力，意思你在简历里展示的技能都是独立的而跟以前的工作没有绑定在一起。利用职能型简历去应聘不对口的工作岗位，可以淡化不对口带来的影响，个人简历，这种简历也只适合此种状况而不能用来应聘专业对口的工作。

**第四篇：个人求职英文简历**

个人求职英文简历模板

鉴于有些同学对英文简历模板比较感兴趣，下面为大家提供个人求职英文简历模板，随时可以下载哦。希望对你们制作自己的英文简历有帮助!

个人求职英文简历模板个人求职英文简历模板

Name: Miss.JANNY WU Nationality: China(Mainland)

Current Place: Nansha Height/Weight: 164 cm 52 kg

Marital Status: married Age: 28 years

Career Objective

Application type: Jobseeker Preferred job title: Finance/Audit/Tax: ACCOUNTING、Finance/Audit/Tax: CASHIER、:

Working life: 4 Title:

Job type: Full time Expected Start date: In three days

Expected salary: ￥2500～￥4499 Preferred working place: Guangzhou Nansha

Work experience

Company\"s name: \*\*\*\*CO., Limited Begin and end date: XX10XX06 Enterprise nature: Soly foreign funded enterprisesIndustry: Real Estate / Construction

Job Title: Accounting assistant

Job description: Register the general ledger, establishment every kind of financial report.Declare to tax office to pay tax.Reasons for leaving:

Educational Background

Name of School: Guangdong Aduanced Technical School Of Light Industry

Highest Degree: Technical secondary school Date of Graduation: XX1001

Name of Major 1: ACCOUNTING Name of Major 2:

Education experience: Start date End date Education organization Majors Certificate Certificate No

XX09 XX06 Guangdong Aduanced Technical School Of Light Industry ACCOUNTING Graduation Certificate

Language Ability

Foreign Language: English Level: normal Chinese level: excellent Cantonese Level: excellent

Relevant skills and abilities

Curriculum:

basic accounting, financial management, financial accounting, cost accounting, management accounting, economic law, tax law, auditing

Through the National Computer Rank Examination II To obtain a certificate of accounting, you can master the relevant

accounting

software(Kingdee,UF);Proficiency in computerrelated office automation software(PPT, Word, Excel, etc.)

Register the general ledger, establishment every kind of financial report.Declare to tax office to pay tax.Selfrecommendation letter

I am optimistic character, work prudent, and be good at thinking and selflearning ability, and easy to accept new basic knowledge of solid, strong operational skills test.People sincerely, Fu fighting spirit can be hardworking.Work actively and conscientiously realistic, have a strong sense of responsibility and team spirit;love

Gang work, study and have a stronger ability to adapt to the new environment, a strong desire to seek knowledge;motivation strong, helpful, loving communication, interpersonal skills, good.

**第五篇：应届生求职个人英文简历范例**

应届生求职个人英文简历范例

Jason Xu

Campus: １Permanent:

456 College Hall456 College Hall

Normal, IL 67890Normal, IL 67890

111-222-3333111-222-3333

Tracy.Graduate@ilstate.eduTracy.Graduate@ilstate.eduObjective: ２

Auditor position in the public accounting field in the Chicago area.Summary: ３







 More than two years of progressive accounting and auditing experience.Auditor internship with Ernst & Young in New York City.Magna Cum Laude graduate with BBA in Accounting.Proficient with MS Office, Quicken, Peachtree and the Internet.Education: ４

Bachelor of Business Administration in Accounting, May 20XX

Illinois State University, Normal, Illinois

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Managerial AccountingCorporate Audit

Intermediate Accounting I & IIFinancial Management

Sarbanes Oxley RequirementsInternal Audit

Accounting for Not-For-ProfitsManagerial Economics

Experience: ５

Auditor Internship, May 20XX to August 20XX

Ernst & Young, New York, New York





 Participated in the annual audit of Zephyr Megalithic Holdings, including development of the final certification report.Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.Developed several Excel spreadsheet macros currently in use for reducing entry time and

automatically cross-referencing for errors. Received Employee of the Month award twice—first intern ever to win the ?award.Accounts Payable/Bookkeeping Clerk, May 20XX to Present

Anytown Tax and Bookkeeping Service, Anytown, New York





 Assisted(via remote)with payroll, tax, and account processing.Developed automated monthly sales tax payment system.Implemented Rapid Tax Refund service for inpidual customers.Activities:





 Vice President, Student Accountancy Chapter, 20XX-20XXTreasurer, Phi Beta Kappa honors society, 20XX-20XXResidence Hall Assistant, 20XX-20XX1、个人资料(Personal Data): 基本的包括姓名、联络方式（电话及E-mail）、住址，另外不同行业别可能会有要求包括性别、出生年月日、身高体重不等的个人资料，要视公司要求提供不同的个人资料。

2、应聘职务(Job Objective、Desired Position): 公司机构可能会同时招聘多个职务，因此要标明所申请的职务，以利人力资源部门或雇主在最短的时间内做档案分类。

3、专长(Summary of Skills、Highlights of Qualifications): 列举个人专长，譬如特殊电脑技能、语言能力、学科能力，如果有如何资格证书也可以在此列举出来。

4、教育程度(Education): 学校、专业、学位名称、起讫时间，由最近到最远，修过的课程中与工作有关者，可以选择适合的列举出来。

5、在校社团经验或其他工作经验(Work Experience、Job History / Extra Curriculum Experience /

Experience): 包含公司、部门、职称、工作起讫时间、简述工作内容，由最近到最远，而如果是应届毕业生，没有工作资历，可以提供打工兼职或是参加校内社团、活动的资历，并且将学习心得、个人特质与兴趣做一结合，简单说明，籍此给予雇主更具体认识你的机会。

本文档由站牛网zhann.net收集整理，更多优质范文文档请移步zhann.net站内查找