# 个人简历英语范文合集

来源：网络 作者：尘埃落定 更新时间：2024-08-29

*第一篇：个人简历英语简历作为一种特殊的应用文体,是求职和招聘中间的一个重要媒介,在个人的职业发展道路和企业招聘发挥着重要的作用。正因为简历如此重要,而中西方文化差异巨大,简历汉译英进行研究就显得很有价值。以下是小文档下载网小编整理的个人简...*

**第一篇：个人简历英语**

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个人简历英语一：

Name: Mr.Gender: Male

Nationality: Han

Age: 25

Current location: Jiangxi-Ganzhou

Height: 165cm

Job search intention

Hope: Jiangxi

Hope position: mechanical(Electrical)/ Instrument-Mechanical Draftsman

Direction: through the practice operation and exercise to improve their professional ability, practical ability of design drawing ability and deal with all kinds of problems for further improvement, and strive to become not only have solid professional ability and comprehensive design talents with rich experience in actual combat, is able to support the leadership of the company and colleagues help create practical for the company economic benefits, at the same time in the occupation road continues to grow and progress.Self assessment:

Fervent, sincere;serious and responsible for work, initiative, can bear hardships and stand hard work, has a strong ability to adapt;strong sense of discipline, work actively;the will is strong, strong dedication spirit.Education experience

Bachelor of mechanical Jiangxi University 2024-09--2024.6

\* \* company(2024-02 ~ 2024.4)

Company nature: private enterprise category: other production, manufacturing, processing

Position: process technician job categories: Process Engineer

Job description: compilation process and process according to the design, drawing drawings, including raw materials required for the calculation and purchase, processing cost calculation, various types of processing time distribution, the customer quotation and solve production problems encountered in the process.By engaging in milling machine operator and technical staff, to the entire product processing technology, materials, heat treatment, process, cost to have a better understanding.To participate in the CAD skills training and obtained CAD certificate, also spare time to learn SolidWorks and CAXA drawing software.个人简历英语二：

Basic information of personal photos

Name:

gender: Female

The people of Han Nationality: date of birth: April 4, 1990

ID number: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* marital status: single

Height: 163cm weight: 48kg

Household registration: Jiangxi Ganzhou current location: Jiangxi Ganzhou

Graduate School: Ganzhou technician college degree: College

Title of the major: computer graphic design graduation year: 2024

Work experience: one year post: other

Job search intention

Position type: Full-time

Job category: computer hardware

Job title: computer hardware

Area: Jiangxi Ganzhou;

Salary: 2800 yuan / month negotiable;do not need to provide housing

Availability: can at any time to post

Technical expertise

Language ability: English-Mandarin general;

Education and training

Education experience: time school education

Training experience: time training certificate

Work experience

Other information

Self assessment: college three years, my various aspects ability have been developed, can say, after three years of study, I have the ability to adapt to social work.Study: I work hard, diligently, strive for a school the good time to learn.School days, not only that I learned a lot of knowledge, I also understand the learning method.Is the use of this method, in addition to school courses, so far, I have mastered the basic knowledge of the professional knowledge and the basis of design.In addition, the computer love let me have some understanding of the computer, the CAD, Photoshop, CorelDRAW etc.can skilled application software.At work: I participated in the student union and served as the chairman of student union, is mainly responsible for the student work and practice experience make me to consolidate existing knowledge at the same time, the more aroused my strong learning desire, let me continue to forge ahead, constantly improve.In the thought: I progress requirements, has been ready to help people any, organization and implementation work has since entered the school responsible for the celebration of twenty anniversary, new year\'s day new year school\'s..Participated in the youth volunteer activities.Respect teachers, unite classmates, to create a good environment for their own learning and life.In daily life: I\'m a frugal life, has a wide range of interests and hobbies.Future work is to my knowledge examination, but also to my life challenge.I will work constantly improve themselves, improve themselves, to adapt to the needs of work.Direction: to better play to their strengths, to do more for the company, a force for social

个人简历英语三：

Name: Ms.gender: Female

Marital status: Nationality: Han

Age: 25 height: 155cm

Job search intention

Current location: Guangdong-Dongguan

Hope: Guangdong-Dongguan

Hope position: health care class

Find jobs: Plant Medicine

Education experience

2024-09 ~ 2024-07 Guangxi Medical University Nursing College

\* \* company(2024-02 ~)

Company: foreign capital enterprise category: other production, manufacturing, processing

Position: the medical post category: the doctor / physician

Job description: 1 independent diagnosis, common disease treatment and medicine, and accurate accounting staff of hospital medical expenses;timely processing of accident and emergency patients, referral heavy patient and timely follow-up of the disease;deal with the case, social security staff injury claims;

Make 4 complete clinic drug stocktaking, requisitions and drug report;responsible for the clinic 6S and environmental management, active prevention in various infectious diseases;responsible for new employee check-up work

Technical expertise

Professional Title: nurse qualification

Computer level: National Computer Rank Examination Grade

Computer skills: computer, skilled use of Excel, Word, Powerpoint, office office software

Skills: 1 system master pathology, etiology and diagnosis of a variety of common diseases, can correctly handle the diagnosis, treatment and nursing care of common diseases;skilled in dealing with medicine, injection, infusion, dressing and emergency;

Correctly handle the process of 3 familiar with industrial injury;computer, skilled use of Excel, Word, Powerpoint, office office software;

Language ability

Mandarin: General Cantonese: General

**第二篇：英语个人简历（范文模版）**

【导语】个人简历一般很少单独寄出，它总是作为自荐信的附件，呈送用人单位。以下关于英语个人简历模板，希望您驻足阅读!

【篇一】英语个人简历模板

Zheng Yan

Objective

To obtain a challenging position as a software engineer with an emphasis in software design and development.Education

20XX.9-2024.6 Dept.of Automation,Graduate School of Tsinghua University, M.E.20XX.9-20XX.7 Dept.of Automation,Beijing Insititute of Technology,B.E.Academic Main Courses

Mathematics

Advanced Mathematics Probability and Statistics Linear Algebra

Engineering Mathematics Numerical Algorithm Operational Algorithm

Functional Analysis Linear and Nonlinear Programming

Electronics and Computer

Circuit Principal Data Structures Digital Electronics

Artificial Intelligence Computer Local Area Network

Computer Abilitees

Skilled in use of MS Frontpage, Win 95/NT, Sun, Javabeans, HTML, CGI, JavaScript, Perl, Visual Interdev, Distributed Objects, CORBA, C, C++, Project 98, Office 97, Rational RequisitePro, Process,Pascal, PL/I and SQL software

English Skills

Have a good command of both spoken and written English.Past CET-6, TOEFL:623;GRE: 2213

Scholarships and Awards

· 20XX.3 Guanghua First-class Scholarship for graduate

· 20XX.11 Metal Machining Practice Award

· 20XX.4 Academic Progress Award

Qualifications

· General business knowledge relating to financial, healthcare

· Have a passion for the Internet, and an abundance of common sense

【篇二】英语个人简历模板

Xiao yong

Rm.2, 4F, Sun Tong Plaza, 1368 Huanhai Rd(W)

Email:

OBJECTIVE

English assistant position at a multinational company in Shanghai.EXPERIENCE

X X X Co., Ltd., Shanghai 2024-present Executive assistant to head of factory

Responsibilities include prioritizing appointment schedules and travel arrangements for the head of factory, managing confidential files and records, doing English and Japanese interpretation in business talks, and supervising and training clerical staff.X X X Network, Inc., Shanghai 20XX-2024 Executive assistant to vice manager

Responsibilities included scheduling appointments, keeping files, and traveling to Europe to make advance arrangements for client conferences and extensive client contact.X X X Publishing Company, Shanghai 20XX-20XX Office assistant

Responsibilities included word processing, data entry, filing, and sometimes bookkeeping.EDUCATION

X X X Training Center, Shanghai 20XX

Completed course of computer typing skills, shorthand, computerized accounts, and manual bookkeeping.X X X College of Continuing Education, Shanghai 20XX

Completed one-year Japanese course

X X X College of Shanghai 20XX-20XX

Majored in English for Business, Obtained BA

BUSINESS SKILLS

★ Familiar with English accounting and bookkeeping

☆ Fluent in oral and written English

★Able to communicate in Japanese

☆ Computer skills in Window XP

★ Typing speed of 80 wpm

☆ Good organizational skills

★ Experience of bilingual interpretation

References available on request

**第三篇：a英语个人简历**

自 荐 信

尊敬的贵单位领导：

您好！首先感谢您给我一个自我介绍的机会！我是河南科技大学英语专业2024届本科毕业生。

当今社会人才竞争激烈，而我作为一名当代大学生，怀着对生活的美好追求，对竞争的勇敢面对与战胜竞争的信心和决心，决不畏惧这场激烈的挑战。相反，我坚信：英雄终有用武之地--这恰恰是我施展才能的绝好机会。

在校期间，学习上，我明确自己的方向，一丝不苟,在学好专业课程的同时，积极掌握新世纪人才理应具备的知识和技能以满足当前经济社会的需求。目前，我已获得TEM4和日语2级证书，并熟练应用OFFICE2000等办公软件和操作系统，已达到国家计算机二级水平。

生活中，我深知：与人团结协作的道理，组织协调的道理，以及实践出真知的道理。因此，我乐观向上，始终以饱满的热情迎接生活的每一份挑战，“输掉什么不能输掉心情。”这一座右铭将继续伴我前行。善于交际，积极参加社会实践活动，在实践中不断完善自我，赋予了我无限的信心和动力。

我十分仰慕贵单位的声望，敬重贵单位重视人才的卓越领导阶层。我相信贵单位才是我施展才华的绝佳之地，我的加盟一定能为贵单位添一份青春的活力，多一份累进的效益。愿与您携手共创辉煌未来！

随函附上我的自荐书，如有机会与您面谈，将不胜感激。

刘燕

2024年11月19日

个 人 简 历

个人基本资料

姓名：付 丹 萍性别：女

民族：汉

毕业院校：河南科技大学出生年月：1982 11学历：本科籍贯：河南洛阳专业：英语 联系电话：0379—4232645（学校）\*\*\*

自我评价

本人性格开朗、稳重、有活力、待人热情。工作认真负责，积极主动，能吃苦耐劳。有较强的组织能力和团体协作精神，能迅速的适应环境并融入其中。

受教育情况

就读于河南科技大学，主修经贸英语专业。

主要课程：分析写作、高级视听说、英语口语、日语、翻译、外贸函电、英美文化、商务英语、国际贸易、英语精读、英语语言学、高等数学、计算机文化等。

利用课余时间取得河南大学英语专业自学考试本科学历，主修经贸英语、旅游英语等实用课程

外语水平

大学专业英语四级（TEM4）河南省日语二级

计算机水平

熟练操作OFFICE2000及办公室软件

获奖情况

多次获得院系奖学金

获得院系进步奖及单科奖学金

能力与特长

能够熟练的用英语进行交谈，从事翻译和教学工作，口语流利 熟练掌握了英语教学法

熟练掌握了外贸函电及国际贸易实务的理论及实践知识能进行简单的日语交流

擅长人际交往

社会实践

2024年暑假 在郑州小太阳幼儿园工作

2024年暑假 在洛阳阶梯英语公司工作

2024年曾参加了统一饮料的促销活动

课余时间从事英语家教

Dear sirs,I am very interested in the position that your company offered.I am confident in the job on the basis of my training and solid knowledge system.For the past 5 years, I have studied English as my major and received A

B degree.I have laid a broad foundation for teaching and business knowledge and reached a high level of English speaking and writing.I took on many extra responsibilities to increase my knowledge and ability.As my resume shows, I took part in several kinds of skills training and not only picked up much knowledge but also got the certificates.Plus my hard-working and energetic working attitude, I will be the one you want and do my best to contribute to your company.I will be grateful if you could arrange a personal interview for me.I will be available at any of your convenient time.sincerely yours

Song Yanyan

Enclosure

RESUME

PERSONAL DATA

Name:Gao Xue-weiGender: Female

Birthday:november,21,1982Height:163cm

Native Place:Xinyang,HenanWeight:48kg

Tel:1378-315-4730Email: awey1007@eyou.com Address: He Nan University of Science and Technology#2018471003PERSONALITIES

A hard-working, dynamic, energetic, out-going and team-spirited characteristics with outstanding professional knowledge and skills to seek a position to fulfill both your company\'s and my own dream to succeed.CORE STRENGTHS

Communication skills in English(verbal and written)

International Foreign trade knowledge training

Computer literate, including Internet

Working with perse cultures

EDUCATION

English Major, B.A.(to be conferred June 2024), Department of Foreign Language, He Nan University of Science & Technology

Courses included:International business knowledge, Business Correspondence, Japanese, English writing , listening, Oral English, Translation, Computer, Import & Export practices etc.FOREIGN LANGUAGE LEVEL

TEM4 , CET4, CET6Band 2 in Japanese

COMPUTER LEVEL

Be good at Office 2024 software system AWARDS

Getting 1st grade scholarship for 2 times and 2nd grade one for 4 times

Won the title of “Three Goods” student in 2024

Won the “Excellent Graduate” of Henan University of Science and Technoligy in 2024

Won the “Excellent Graduate” of Henan Province

PROFESSIONAL EXPERIENCE

2024-2024 served as a tutor, helping a high school student with his Chinese and English, twice a week

May,2024 Office secretary at TianYing Import & Export Company of Machine & equipment

SPECVIAL INTERESTS

Listening Music, Travelling, Reading&Wrinting

REFERENCE

Will be provided upon request.

**第四篇：英语个人简历**

Resume

Full Name: Gender: Female

Nationality: China Place of Birth:。。city,。。Province, China Date of Birth: April 12th, 1990 Passport number：。。Chinese Ethnic Group: Han Marital Status: Single Current position: Postgraduate for master degree Degree: Bachelor of Arts Mobile:。。E-mail:。@qq.com Address:。city,。Province, China.Post Code:。

Teaching Qualification: Teacher certificate for high school Mandarin Proficiency: 2 A English Proficiency: CET-6 Other Foreign Language: Elementary Russian Chinese Artistic Skills: Taichi , Chinese knot , Paper-cutting , Chinese classical instrument, Chinese-dancing

Education Background: Sep, 2009Now Major in MTCSOL, in。University.Working Experiences: A three-month intership as a five-grade Chinese teacher in a country school of China Main honors:The Title of Excellent All-round Student of Shangqiu Normal University for three times；A Second-Class Postgraduate Scholarship of。。University.个人简历

姓名：陈丽鸽 性别：女 国籍：中国

出生地：河南省许昌市 出生日期：1990年4月12日 护照号码：E19351911 民族：汉族 婚姻状况：未婚 学历：硕士（在读）学位：文学 专业：对外汉语（本科）；汉语国际教育（硕士）手机号码：\*\*\* 电子邮箱：1141541073@qq.com 地址：河南省许昌市 邮编：461000 教师资格证书：高级中学教师资格证 普通话水平：二级甲等 英语水平：CET 六级 其他外语：基本的俄语

中华才艺：太极拳，中国结，剪纸，中国乐器，中国舞蹈。教育背景：2024年在商丘师范学院对外汉语专业本科毕业后，于2024年参加全国统招，进入兰州大学就读汉语国际教育专业硕士学位。

工作经历：2024年本科大四期间，在河南一所乡村小学进行了为期三个月的实习，所教课程为五年级语文和三四年级英语，并得到学校领导和学生家长的认可。

所获主要荣誉：大学期间，连续三年荣获商丘师范学院校级“三好学生”称号；研究生期间荣获兰州大学研究生奖学金（二等）。

**第五篇：英语个人简历**

个人简历

⊿ Personal details

Name:xulu Gender: Male Date of Birth: May, 1990 Citizenship: Xinyi county, Xuzhou Jiangsu Major: Human Resource Management(specialist)⊿ Objective Assistant of your office or the manager;⊿ Education Background September 2024 to July 2024, Suzhou Vocational Uniwersity September 2024 to July 2024, Xinyi No.1 Middle School ⊿ Main Skills On professional Got four professional certificate About English Gets the CET4test certificate On the computer Got a computer grade examination certificate, and be proficient in word, Excel and other office software ⊿ Work Experience Have part time job in Shanghai Yaru Consulting Co.Ltd during 2024 and 2024 summer holiday.Did the market research for Suzhou HR market ⊿ Activities The organorzation hosted the class activities ⊿ Interests Have intensive interest in traveling, photographing;Reading, economy and computer.⊿ Self-uation Strong sense of responsibility, good spirit of teamwork.Can learn new things well

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