# 外企求职简历（共5则）

来源：网络 作者：紫竹清香 更新时间：2024-08-10

*第一篇：外企求职简历外商投资企业，是指依照中华人民共和国法律的规定，在中国境内设立的，由中国投资者和外国投资者共同投资或者仅由外国投资者投资的企业。以下是小文档下载网小编整理的外企求职简历范文，以供大家参考。外企求职简历范文一：两年以上工...*

**第一篇：外企求职简历**

外商投资企业，是指依照中华人民共和国法律的规定，在中国境内设立的，由中国投资者和外国投资者共同投资或者仅由外国投资者投资的企业。以下是小文档下载网小编整理的外企求职简历范文，以供大家参考。

外企求职简历范文一：

两年以上工作经验|男|26岁(1990年6月5日)

居住地：西安

电　话：

E-mail：

最近工作[9个月]

公　司：XX有限公司

行　业：金融/投资/证券

职　位：证券理财经理

最高学历

学　历：本科

专　业：金融学

学　校：邮电大学

自我评价

诚实守信，具有良好的感恩意识，勤勉务实，注重理论与实践的有效结合，善于创新，拥有优异的创造性思维。责任心强，对待工作尽职尽责，进取意识烈强烈，虚心好学。有良好的团队组织能力及协作精神，具备良好的人际关系，能承担较大的工作量及较强的工作压力。

求职意向

到岗时间：一个月之内

工作性质：全职

希望行业：金融/投资/证券

目标地点：西安

期望月薪：面议/月

目标职能：证券理财经理

工作经验

2024/10 — 2024/7：XX有限公司[9个月]

所属行业：金融/投资/证券

业务部　　证券理财经理

1.负责起草公司股权管理制度、证券动作控制制度、投资者关系管理制度及相应实施细则，上报总经理、董事会审批。

2.贯彻实施证券部各项制单制度，并根据实际情况进行修订、完善。

3.负责起草集团公司证券动作计划、本部门的年度和月度工作计划。

2024/5 — 2024/9：XX有限公司[1年4个月]

所属行业：金融/投资/证券

业务部　　期货经纪人

1.负责拓展销售渠道，开发新客户，销售公司发行或代销的金融理财产品。

2.负责维护销售渠道，维护老客户，为客户提供理财咨询等服务。

3.负责收集市场信息和客户建议，向客户传递公司产品与服务信息。

教育经历

2024/9— 2024/6 西安邮电大学 金融学 本科

证书

2024/12 大学英语四级

语言能力

英语(良好)听说(良好)，读写(良好)

外企求职简历范文二：

姓名：

政治面貌：中共党员

手机：

邮箱:

性别：男

年龄：24

学历：本科

教育背景：

2024.09-2024.07 五百丁大学 财务管理(本科)

主修课程：管理学、经济法、微观经济学、宏观经济学、税法、市场营销、国际贸易、高级财务会计、高级财务管理、审计学、资产评估、计量经济学、证券投资、大学英语、财务分析、公司会计、Visual FoxPro程序设计、成本管理等。

校内实践

2024.09-2024.07 五百丁大学礼仪队 干事

1、负责校内活动的迎宾和颁奖仪式。

2024.09-2024.09 五百丁大学社团联合会网络部 副部长

1、负责社团组织建设，社团机构的管理，协调各部门工作;

2、负责校内活动的网上宣传工作。

技能证书

1、CET-6，优秀的听说写能力。

2、计算机二级，熟悉计算机各项操作。

3、会计从业资格证，掌握会计专业技能。

4、证券从业资格证，了解证券方面基础知识。

自我评价

1、性格内外结合、适应能力强，有良好的人际交往能力，具备相关的专业知识。

2、好学上进、责任心强，有强烈的团体精神，对于工作认真积极、严谨负责。

3、我正在寻找一个更好的发展平台，希望能够充分发挥自己的优势，共同努力成就一番事业。

外企求职简历范文三：

姓名：

目前所在：番禺区年　　龄：25

户口所在：湖南国　　籍：中国

婚姻状况：未婚民　　族：汉族

培训认证：未参加 身　　高：172 cm

诚信徽章：未申请 体　　重：65 kg

求职意向

人才类型：普通求职

应聘职位：规划与设计：，园艺/园林/景观设计：，建筑工程：

工作年限：1职　　称：

求职类型：全职可到职日期：随时

月薪要求：2024--3500希望工作地区：广东省,广西,湖南

工作经历

广州市开源建筑设计有限公司　　 起止年月：2024-06 ～ 2024-12

公司性质：民营企业　　所属行业：建筑与工程

担任职位：规划设计员

工作描述：毕业后的第一份工作，感觉还是收获颇多。在开源的这段时间里基本学会了独立完成项目的技能，包括到现场与甲方、施工方的沟通以及和同事们一起解决问题的能力。期间做过修建性详细规划、园林绿化工程、市政排水工程等。主要项目包括：信宜市龙汇康城别墅小区规划、广州市第六十六中学修建性详细规划、广州市路安复合材料构件有限公司厂区修建性详细规划、亚运城文化村美食城汇友轩园林规划、屏二村街巷排污管网设计等。

离职原因：

长沙中建建筑设计院　　 起止年月：2024-01 ～ 2024-02

公司性质：　　所属行业：

担任职位：规划设计实习

工作描述：本次实习的主要内容是常德市津市中心商务区规划设计的前期调研和资料收集整理及前期设计,通过一个多月来的实习设计,我走过了现场,也在办公室里做过设计,感觉现实的设计项目与学校的课程设计还是有很大的差别性,他需要你熟悉更多的规范和法规,想法必须在符合规范的基础上应用.离职原因：

教育背景

毕业院校：湖南文理学院

最高学历：本科　　获得学位: 学士学位毕业日期：2024-06

专 业 一：城市规划专 业 二：

起始年月终止年月学校(机构)所学专业获得证书证书编号

2024-092006-06博白县第三高级中学理科--

2024-092010-06湖南文理学院城市规划--

语言能力

外语：英语　良好粤语水平：良好

其它外语能力：

国语水平：良好

工作能力及其他专长

基本掌握了城市规划、建筑设计的相关操作软件的应用技术。并能熟练应用AUTOCAD、天正建筑、湘源控规、修详通、PHOTOSHOP等专业软件。在理论方面，基本了解行业的各类规章制度和法律法规，专业基础知识扎实。通过自己的努力，已经具备了基本的工程意识和独立思考的工作能力。

详细个人自传

个性稳重、具有高度的责任感，能在艰苦的环境中完成任务。喜欢看NBA，乒乓球，羽毛球，看新闻，关注专业信息。虽然工作未久，但从初次工作中，我已经感觉到，其实工作也是一种不断学习的状态。

**第二篇：外企求职简历**

外企求职简历范文（英文版）

Chinese Name:linyuan

English Name: Eddy Zhang

(外企习惯以英文名字作为同事间的称呼，如果你有英文名字，将会首先给你的面试官一份亲切感。)

Sex: FEMale

Born: 6/12/86

University: zhongshan University

Major: Marketing

Address: 388#, zhongshan University

Telephone: 1368\*\*\*\*451

Email:

(不论你是肥环瘦燕，还是鹤立鸡群，“身高体重”的话题都不要在简历中提及。在西方文化中，“身高体重”属于特别隐私性的话题。另外，政治色彩越少越好，老外一般没有兴趣知道你的政治隐私。)

Job Objective:

A Position offering challenge and responsibility in the realm of consumer affairs or marketing.Education:

2024-2024 Bejing University, College Of Commerce

Graduating in July with a B.S.degree in Marketing.Fields of study include: economics, marketing, business law, statistics, calculus,psychology, sociology, social and managerial concepts in marketing, consumer behavior, sales force management, product policy, marketing research and forecast,marketing strategies.1994-2024 The No.2 Middle School of Xi“an.(第二部分教育背景必须注意:求职者受教育的时间排列顺序与中文简历中的时间排列顺序正好相反，也就是说，是从求职者的最高教育层次写起。

Social Activities:

2024-2024 Secretary of the Class League Branch.1994-2024 Class monitor.Summer Jobs:

2024 Administrative Assistant in Sales Department of Xi”an Nokia Factory.Responsible for public relations, correspondence, expense reports, record keeping, inventory catalog.2024 Provisional employee of Sales Department of Xi\"an Lijun Medical Instruments & Equipment(Holdings)Company.Responsible for sorting orders, shipping arrangemeents, deliveries.Hobbies:

Internet-surfing, tennis, travel.English Proficiency:

College English Test-Band Six.Computer Skills:

Microsoft office, Adobe Photoshop, etc.(大多数外企对英语及计算机水平都有一定的要求，个人的语言水平、程度可单列说明。)

**第三篇：外企求职简历中英文**

尊敬的领导：

您好！hello!

首先请允许我向您致以真诚的问候和良好的祝愿！衷心的感谢您在百忙之中翻阅我的这份材料，并祝愿贵单位事业欣欣向荣，蒸蒸日上！

first please allow me to extend the sincere regards and thegood wish to you!heartfelt thank you in spite of being very busy toglance through my this material, and wishes the expensive unitenterprise to be prosperous,progresses day by day!

我是大学工程专业2024届毕业生，近期获知贵公司正在招聘人才，我希望能有机会到贵公司工作。

i am大学information project specialized 2,007 sessionsof graduates, in the near future learned your firm is advertising forthe talented person, i hoped can arrive has the opportunity to yourfirm work.在校期间，我勤奋学习专业知识，并为其投入了巨大的热情和精力.在认真学习课本知识的同时，我积极参加校内外的实践活动，并获得了一些成绩。如等方面。大学四年让我的 英语 水平有所进步,并顺利的通过了国家 英语 六级 考试 ,具备了一定的听、说、读、写能力,有阅读专业文献的英文功底.in school period, i diligently study the specialized knowledge,andinvested the huge enthusiasm and the energy for it while earnestlystudies the textbook knowledge, i positively participate in inside andoutside the school practice, and has obtained some result.Ifthe university four years let myenglish proficiency have progress, and smooth passed the

nationalenglish six levels of tests, had certainly certainly have listened to,to say, to read, write the ability, had the reading specializedliterature english foundation of basic skills

我具备较好的计算机知识和应用能力，能熟练掌握基本应用软件的使用，并能使用c、汇编、vb、html等语言进行编程。另外我还能运用multisim、protel、pspice、auto cad等专业软件进行相关工作,并多次参加了校内组织的工程实践.利用课余时间我学习了有关网页设计、平面设计以及视频采编的一些知识,能熟练运用网页三剑客制作网页,并能

用photoshop、acdsee等图像处理软件进行有关的设计工作,有使用adobe premiere pro软件编辑完整视频方案的经历.i have the better computer knowledge and the application ability,canskilled grasp the basic application software the use, and can uselanguage and so on c, assembly, vb, html carries on the programming.moreover i also can using multisim, protel, pspice, auto cad and so onspecialized software carry on the correlation work, and participatedin the project practice many times which in the school organizes ihave studied some knowledge using 课余时间 which the relatedhomepage design, the plane design as well as the video frequency picksarranges, can skilled manufacture the homepage using the homepagethree swordsmen, and can use picture processing software and so onphotoshop, acdsee to carry on the related design work, has uses

adobepremiere the pro software editor complete video frequency plan theexperience

我渴望学有所用，渴望自己的知识能够得到实践的检验，更憧憬实践能够丰富我的工作经验和能力的美好未来。

my hope study has uses, to long for own knowledge can obtain

thepractice the examination, looked forward to the practice will be ableto enrich my work experience and the ability glorious future.“长风破浪会有时，直挂云帆济沧海”，我真诚地希望加盟贵公司，我定会以饱满的热情和坚韧的性格勤奋工作，与同事精诚合作，为贵单位的发展尽自己的绵薄之力。“the great ambition can sometimes, directly link up the cloud sail toaid the sea”, i sincerely hoped alliance your firm, i surely can by befull warm and the tenacious disposition diligent work, with colleague精诚 cooperation, for the expensive unit\'\'\'\'s strength of developmentown meagre strength.随信附上 简历 和其他材料一份，如需更深了解，期盼您的 面试！

along with letter enclosed resume and other material, if must a deeperunderstanding, hope for your interviewing!

**第四篇：【精品】外企英文求职简历**

Personal Resume

Name:Meimei Objective: xxxxx

Age：22

Living ：Atlanta

123-4567-7890

1234567@qq.com

EDUCATION

2024.01-2024.12UNIVERSITY OF ATLANTAAccounting Profession Chartered Financial Analyst(level1), TOEIC(810),CET6(660)GPA：3.8/4.0, XX scholarship

EXPERIENCE2018.09-2024.06 XXX of Company Sales Chair

Created and edited presentationles pitch to be given during webinars, and provide d live-customer support during webinars

Manage recruitment strategy for sorority including designing marketing campaign to prospective pledges

Design themes for recruitment events that best reflected sorority?s brand

2024.09-2024.06

XXX of CompanyAdvertising Sales

Planned two web-seminars: prospected list of potential customers Built initial company relationship with each client

Gained direct sales experience through extensive training and client interaction

Conducted comprehensive market research and analysis of most recent data on he alth care systems and markets of 12 EU nations & Canada phar

HONORS

Second Prize of postgraduate Curricular Academic Competition Winner of

” Expo Knowledge Contest\"

third Prize of National College Students English speech contest

SKILLS

Fluent English in writing and speaking and pass the CET-6 NCRE Certificate, Grade 2(C language), Office MS

**第五篇：应届生外企求职--专业英语简历**

Dan BrownTemple Road, Folkestone, Kent CT17 3YU Date of Birth: 6th February, 1988.Email: db@yahoo.co.uk Mobile: 0339005678 Tel: 0167534768

PROFILE

I am a motivated, adaptable and responsible graduate seeking an entry-level position in public relations which will utilise the organisational and communication skills developed during university.My reliability, communication skills, responsibility and friendly nature are assets I would bring to the work.I have experience in project management and strong organisational and administrative skills with the ability to work independently and use my own initiative.I also have the ability to prioritise whilst under pressure meeting tight deadlines.EDUCATION

2024-2024 THE UNIVERSITY OF KENT

BA(Hons)English and Comparative Literary Studies.Upper Second Class 2:1

Modules included:

 Creative writing: inpidual writing project 68%. Travel Writing 66%

Completed an independent dissertation on Dickens.With only a weekly tutorial to supervise my

dissertation I had to be extremely self-motivated.I set my own deadlines and targets, and became confident in taking direction from my tutors while developing their advice, though my own initiative, into new areas of studies that would be useful in my work.I gained excellent experience in the research, organization and presentation of a complex subject and attained first class marks.I was also called upon during the course to give seminar presentations as part of a team.This required the careful structuring and organization of ideas into a PowerPoint presentation.My forward planning was vital for progressive and well-paced delivery and this enabled me to develop excellent communication skills as well as developing a good working relationship within a team.1999-2024 Folkestone High School

A-levels: English Literature: B, Classical Civilisations: B Theology: B

GCSE’s: 8 including Maths, ICT, French and Business at grades A to C

WORK

September 2024-February 2024: Sales Adviser in the Cookware Department, BHS.Weekend Sales Assistant, where my responsibilities included customer service, stock control, cash handling and opening store accounts.This work involved me in advising and assisting customers, coping with problems and unexpected situations and taking responsibility for cashing the tills at the end of the day.Summer 2024: Aviva Insurance, Folkestone, Kent

Interacted with managers and liaised with team members.Typical duties included composition of letters, organising presentations and liaising with clients.I learnt how to create, manage and update computer

databases and files more efficiently.I also increased my problem solving skills and time management when under pressure.Volunteer Work: I worked for the Folkestone Gazette where my role included telephoning members of the public to chase up stories, writing up articles and interviewing people.Other jobs have also included: working in a pub, sometimes under pressure in a busy team and dealing tactfully with occasionally difficult customers and assisting teachers at a primary school.All of my work experiences have involved working within a team-based culture.This involved planning, organisation, co-ordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.SKILLS

Planning and

Organisation My biggest test of organisation was completing my dissertation.It took me

months of in-depth research, compressing information and finally

displaying it to a standard I was happy with.I was extremely proud when

it was graded a 1st. Whilst working as a retail supervisor level I was in charge of organising a team of 10 employees on their daily tasks and duties, and ensuring these

were performed with quality.Persuading and

Influencing Working on the Kent Fashion Show I liaised with many high street retailers and used my persuasive skills to encourage them to release clothing lines

to the show. During copious seminars throughout my three years at university I gained

experience in discussing and debating various topics and persuading others to make a transition to my way of thinking.Computing skills  I completed the ECDL course and am now proficient in all aspects of Microsoft Windows and Office including Word, Excel, Access and

PowerPoint.I attended an evening course in QuarkXpress using an Apple PC and am able to type at 60wpm.OTHER INFORMATION

 Full, clean driving licence. Able to speak some French and currently teaching myself spoken Japanese. University of Kent Fashion Show.Established contacts with many high street retailers.Dealt closely with store managers and arranged clothing collection lines available to the fashion show. I travelled independently through Australia,and Malaysia.I spent one year raising funds and organised the trip with three friends.The experience taught me how to use my initiative and be a team-player, how to

be self-sufficient, how to handle a large budget and to cope with unexpected situations. CSLA Award Scheme.This involved planning and teaching children sporting exercises for a set number of hours each week. A keen writer for the university magazine.As editor of the Student Union & Societies section I was responsible for liaising with the Sabbatical Officers to establish what information needed to be relayed to

the student body.REFEREES

K.J.Rowling

School of English

University of Kent

Canterbury, CT2 7NF

Kent

Email: kjr999@kent.ac.uk

C.S.I.Hackett,ManagerBHS High Street FolkestoneCT17 5RU

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