# 设计专业英文个人简历模板[五篇模版]

来源：网络 作者：雪域冰心 更新时间：2024-08-13

*第一篇：设计专业英文个人简历模板设计专业英文个人简历模板(三)Basic information:Name：0755rc.comSex: MaleDate of Birth :1982-09-20National: HanHeight: ...*

**第一篇：设计专业英文个人简历模板**

设计专业英文个人简历模板(三)

Basic information:

Name：0755rc.com

Sex: Male

Date of Birth :1982-09-20

National: Han

Height: 1.68cm

Account where: City, Guangdong Province

Current: Guangzhou

Graduate institutions: Guangzhou Panyu Vocational & Technical College

Political landscape: the Chinese Communist party members

Highest level of education: college

Repair by a professional: Advertising Art and Design

Talent type: fresh graduates

Job search intention:

Job type: Full-time or part-time

Position: Advertising / Design / Planning

Hope Location: Guangzhou

Wish to pay: Negotiable

Education and training experience:

September 2024-2024 in Panyu in June to study post-secondary vocational and technical college

Experience to participate in social practice:

In July 2024 in Guangzhou Hao森威market research company to do part-time interviewers.In July 2024 Gaozhou Real designers and advertising companies as a salesman.Second-year university to participate in “mu orchard” business logo design project.Language Proficiency:

Good level of English: A national-level English level

Good Putonghua

Proficient in Cantonese

Computer capability:

Proficiency in the use of office software office

Proficiency in the use of photoshop, corelDRAW, freehand design and operation of Apple software.Familiar with and proficient in the operation of access to the Internet

Self-evaluation:

I am a fresh graduate, character, cheerful, optimistic, lively, good communication, enthusiasm for work, and sense of responsibility, have team spirit, able to bear hardships and stand hard.Although I lack experience, but I am confident of their own, full of hope.I am convinced that what we learned in my professional knowledge, and my enthusiasm for the work, diligence, perseverance will certainly be able to do your job for me.If I can become a member of your company, I will work hard in their positions, work diligently, in order to contribute to your company all my strength, I urge your company to give me an opportunity to create value!Let me in your company together, join hands in creating a better tomorrow for your company!

英文简历制作注意事项

一、写信动机

通常求职信是针对报纸上招聘广告而写的。若此，信中须提到何月何日的报纸，有时工作机会是从朋友或介绍所听来的，有时写信人不知某机构、公司有工作机会，毛遂自荐。不论哪一种，求职信上一定要说明写信的缘由和目的。

因此首先应该表明你是在何家媒体看到应聘广告以及所要应聘的职位。参考例句：

1.in reply to your advertisement in todays newspaper,i respectfully offer my services for the situation.拜读今日xx报上贵公司的广告,本人特此备函应征该职位。

2.replying to your advertisement into-days issue of the(newspaper),i wish to apply for the position in your esteemed firm.拜读贵公司在今日(报纸)上广告,特此备函应征贵公司该职位。

3.with reference to your advertisement in(newspaper)of may 2for a clerk，i offer myself for the post.从五月二日xx报上广告栏得知贵公司招聘一位职员，我愿应招。

4.i wish to apply for the position advertised in the enclosed clipping from the(newspaper)of november 12.谨随函附上十一月十二日xx报贵公司招聘广告，我愿应招此职位。

5.in answer to your advertisement into-days newspaper for a secretary,i wish to tender my services.阁下在今日xx报上刊登招聘秘书广告，本人获悉，特此应招。

6.learning from xx that you are looking for a sales manager,i should like to apply for the position.从xx处得悉，贵公司正在招聘一名业务经理，我愿应招此职。

7.your advertisement for a telephone operator in the newspaper of march 8has interested me,i feel i can fill that position.贵公司三月八日在xx报上刊登招聘电话接线员广告，本人拜读后极感兴趣，相信能担任此职。

二、自我介绍

写信人应述明自己的年龄或出生年月、教育背景，尤其与应征职位有关的训练或教育科目、工作经验或特殊技能。如无实际经验，略述在学类似经验亦可。参考例句：

1.for the past three years,i have been in the office of the xx trading co., where i have been an accountant.本人曾经在xx贸易公司服务三年，担任会计工作。

2.i am twenty years of age,and have been employed for the last two years by the xx co.,in the general clerical work of the office.我今年20岁，曾在xx公司服务两年，担任一般文员工作。

3.i am twenty years of age,and am anxious to settle down to office work.本人20岁，希望能找到一个公司，以便安定下来。

4.since my graduation from the school two years ago, i have been employed in xx hotel as a cashier.两年前离校后，在xx酒店担任出纳员。

三、本人能力

这部分非常重要，因为这体现你究竟能为公司做什么，直接关系到求职的成功率。但是也要注意一定要用最少的文字表达最多的意思。参考例句：

1.i am able to take dictation in english and translate it rapidly into chinese.我会英文的口授笔记，同时能立即将其翻译成中文。

2.i have received an english education, and have a slight knowledge of spanish.i took a spanish course in college.本人接受英文教育，同时略通西班牙文。大学时，我修了西班牙文。

3.i have been at the city commercial college,where i have acquired a knowledge of english,mathematics and elementary business practice.本人曾在城市商专学英文、数学以及初级商业实务。

4.i have just left school,but have a good knowledge of english.本人虽刚离开校门，但英文很好。

5.at school i won a scholarship and the first prize in a speech contest.求学中，我曾获奖学金及演讲比赛一等奖。

6.i am a graduate of hong kong university,and have in addition an m.a.degree from ucla.本人毕业于香港大学，并在加州大学获得文学硕士学位。

7.since leaving school,i have attended typewriting and shorthand classes,and have now attained a speed of fifty and ninety words respectively.离开学校后，我参加打字与速记班，而今已达到打字50字，速记90字的速度。

四、结尾

希望并请求未来的雇主允以面谈的机会，因此信中要表明可以面谈的时间。成功的求职信决不是虎头蛇尾的，结尾一定要引起重视。参考例句：

1.i should be glad to have a personal in-terview and can furnish references if desired.如获面试，则感幸甚。如需保证人，本人也可提出。

2.i request an interview,and assure you that if appointed,i will do my best to give you satisfaction.恳请惠予面试之荣。如蒙录用，本人必竭尽所能，为贵公司服务，以符厚望。

3.if you desire an interview,i shall be most happy to call in person，on any day and at any time you may appoint.如贵公司有意面试，本人一定遵照所指定的时日，前往拜访。

4.should you think favorably of my application,i would like to have an interview.如对本人之应征优先考虑，恳请惠予面试之机会。

5.i hope that you will be kind enough to consider my application favorably.恳请惠予考虑本人之申请为盼。

6.should this application meet with your favorable consideration,i will do my utmost to justify the confidence you may repose in me.对此申请，贵公司如惠予考虑，本人将尽最大的忠诚与努力，为贵公司效劳。

7.should you entertain my application favorably,i would spare no trouble to acquit my-self to your satisfaction.假如应征获得青睐而进入贵公司服务，本人必以排除万难之决心，为贵公司工作，以符厚望。

8.i wish to assure you that,if successful,i would endeavor to give you every satisfaction.如蒙不弃，惠予录用，本人将尽力服务，使诸事满意。

五、附件

这部分视具体情况而定，如有详细的简历或用人单位需要的材料附在求职信中时，需要注明。参考例句：

1.you will find enclosed an outline of my education and business training and copies of two letters of recommendation.有关本人的学历、工作经验等项的概要，谨同函呈上两件推荐函。

2.enclosed please find a resume and a photo.随函寄上简历表及相片各一份。

3.a copy of my transcript is enclosed.附寄成绩单一份。

4.enclosed you will find a letter of re-commendation from my former teacher of eng-lish.随函附上我英文老师的推荐函。

**第二篇：涉外贸易专业英文个人简历**

涉外贸易专业英文个人简历模板

English Resume: Name：Michael Yang

Email Address：@public.usa.com

Mobile Phone：1363236XXXX

PERSONAL DETAILS:

Age:26 Sex: Male

Expected Salary: face to face negotiation is preferred.EDUCATIONS:

Sep9.1998/Jul9, 2024 Central South university

College degree.WORKING EXPERIENCE:

Mar.2024/7 TO 2024/3 Pegasus Footwear Co., Ltd

Post:Assistant to Vice General Manager

Duties:

 Arrange the production meeting for vice general manager. Receive and reply vice general manager’s internal and external mails. Communicate with Italian designer to follow up his design style with factory developers. Follow up factory 5’s production process and report to vice general manager every day. Receptionist of foreigners especially for dinner with drinking. Translate all the Chinese and English version of company rules. Handle all the issues of vice general manager when he is out of office for vacation or business trip.But calling vice general manager or reporting to president is a must before taking action.ACHIEVEMENTS:

Well assist vice general manager to handle his job.Jul.2024/7/now ACH & Co., HK Ltd

Post:Parts deparment manager

Duties:

 Control running of parts department

 Sourcing new parts and purchase the general parts for oders. Search new parts vendor and compare the price.Build a system of vendors’ information for emergency use. Supervising assistant and staffs to send out the correct parts for production. Attend the jewely show in China such as in Hong Kong、Guangzhou and Shenzhen for source new vendors. Purchase parts in USA, Germany, and Italy. Execute the instructions from US head office

 Control the spare quantity of parts production.Show the

operators how to handle the parts such as laser shooting, plating and polishing etc. Management of parts inventory quantity.ACHIEVEMENTS:

 Well control parts department running and get good feedback from US head office.Save lots of cost for company. Train out some good staffs and cooperate with me very well.SKILLS:

 Familiar with footwear development. Good command of jewelry field.Practice of 6 months in the

fatory before positioning as parts manager.Good understanding of all the production procedures, especially well known of parts issues.Know the quality problems of the jewelry such as loose and broken stones, over-high and over-low prongs of the rings, over-polishing and poor plating etc.Well uderstanding of parts such as chains, lever back, pins, nuts and silk cord, etc.Know the labor fees of parts processing, price and quality. Can work well under pressure.Face difficulty and patiently train subordinate to work and build team work spirit in our group.Enjoy my work.Good communication and corresponding ability.Can handle the emergency issues well in the job. Good planning of production capacity and accordingly adjust staffs and equipment to match the production if necessary. Make correct decision under emergency situations

 Independent work under pressure

 TEM-4 and TEM-8 in May, 2024 and March, 2024

 Good command of English skills

 A littble bit command of Japanese language.

**第三篇：北京计算机专业英文个人简历**

北京计算机专业英文个人简历

在今年的中国大学生就业蓝皮书中，计算机专业在就业方面成为了大学本科教育中的红灯专业。这就要求计算机专业的大学生，在就业形势不乐观的情势下，一定要将自己的英文个人简历写好了。以下范文，仅供参考。

I have the honor to present a brief introduction of myself to you in compliance with the requirements of your graduate admission

I was born in November 7th, 1966, at the town of Changping, Beijing.My parents are doing business and farming.I have one elder sister, one younger sister, and two younger brothers.The family is in a well-to-do country with harmonized atmosphere.After my elementary and junior high school education at my hometown, I went on my senior high school education at a public vocational technical high school at the neighboring county Fangshan.Courses I have taken there include: mechanical structure, applied mechanical dynamics, material strength, heat treatment analysis, and electrical engineering.I also had practice courses on lathe work, bench work, casting, engineering drawing, and

electronic television repair skill.After graduation from this technical school, I found a job at the Evergreen Traffic Corp.When I had worked one year in mechanical design and heat treatment analysis, I was admitted to the Computer Science Department of Beijing Institute of Technologies.Computer science education was an extension of my pursuit in electronic knowledge, it had led me into the world of applied electronics.Courses I had taken are: Calculus, Computer Programming(FORTRAN, COBOL, ASSEMBLY, and BASIC), Computer architecture, algorithm, maintenance, system analysis, and some related courses in Accounting, Statistics, Operating research, Digital value analysis.Beginning at the second year of college, I participated in a work study program and was assigned to the computer center of Far East Textile Corp.as night-shift computer

operator, The computers I dealt with were CDC 3300 MSOS and IBM 370-115 DOS/VS system.The major work I had done was the system transference of CDC 3300: MSOS to IBM 370-115 DOS/VS.In 1989, I was employed by China Automobile Corp.as a computer programmer, and was informed to work on the first of June.For the first six months of my service, I was in charge of the IBM 4331;DOS/ VSE System Operation, and later on dealt with personnel / payroll and financing system programming works.In the second year, I was promoted to be a system analyst for personnel/ payroll system.In an attempt to upgrade the efficiency of computer data process and to simplify users operating procedures, I redesigned the whole working system and I successfully transferred a Batch operation from oriented system to on-line system.In the third year, I spent five months in the developing of subsystem of

financing-accounting.No sooner had I finished that system than I was reassigned as a Subsystem Programmer in charge of DOS / VSE, CICS, and VTAM.At that position I have full responsibility for affairs of technical transition, system development, recruit training, and network communications.With the elapse of time and the accumulation of experiences, I am now familiar with all of the popular computer languages: FORTRAN, COBOL, ASSEMBLY, and BASIC.Other than these languages, I have also learned and practiced in planning, designing, and analyzing of the following computer applications: DL/ 1, Data Base, On-line(CICS, BMS), Data Communication Network(ACF/ VTAM / NCP), VM, DOS / VSE Operating System: Personnel / Payroll, Accounting Application System and etc..For these achievements I owe a great deal to China Information Association Since I have taken almost every training course they have offered.With the ever-increasing level of my work, I am feeling strongly that the theoretical study and actual practice are equally important and dependent on each other.Though I personally possess many years of experiences in actual practices, there is always need for me to extend my existing theoretical basis for future research.My love for computer sciences and my inquisitiveness had pushed me to apply for your graduate school

admission, and I have decided.should I be accepted by you, I will concentrate on the field of net-work-data-communication, then make a breakthrough on my current ways of

thinking in computer related research and development.Finally, I expect that I, myself, as one member of todays world of computer domain, I should strive to offer my best professional computer service to our society.

**第四篇：经典英文个人简历)**

经典英文个人简历模板

RESUME

Personal Information:

Famlily Name: Wang Given Name: Bin Date of Birth: July 12, 1971 Birth Place: Beijing Sex: Male Marital Status: Unmarried

Telephone:(010)62771234 Pager: 99900-1234567 E-mail: career@sohu.com

Work Experience:

Nov.1998-present CCIDE Inc, as a director of software development and web publishing.Organized and attended trade shows(Comdex 99).Summer of 1997 BIT Companyas a technican ,designed various web sites.Designed and maintained the web site of our pision independently from s electing suitable materials, content editing to designing web page by FrontPage, Photoshop and Java as well;

Education:

1991200X HARVARD BUSINESS SCHOOL BOSTON, MA

Candidate for Master in Business Administration degree, June 2024.Member of Small Business & Entrepreneurship Club and HBS Volunteers.Selected by faculty to tutor students.199X199X ANOTHER UNIVERSITY DURHAM, NC

Bachelor of Science degree in Computer Science and Mathematics.experience

199X199X INVESTMENT BANK NEW YORK, NY

Financial Analyst

(what have you done)Developed valuation analyses, performed due diligence, prepared offering memoranda, and analyzed strategic issues for companies in various industries.(Result)Represented leading baker/restaurant in potential acquisition of specialty coffee chain.?

199X199X CONSULTING COMPANY BOSTON, MA

Business Analyst

Served on consulting client service teams.Diagnosed problems, conducted analyses, developed conclusions, and presented recommendations to senior client management.internship

summer 1989 HEALTH CARE COMPANY NEWARK, NJ

Intern.Title

(what have you done)Managed customer support programs.community Consult Boston Children’s Museum to improve performance of retail operations.personal Fluent in French.Enjoy long-distance running.Completed Boston Marathon in 199X and 199X.Peabody Terrace, #902

Cambridge, MA 02138-6213

www.feisuxs

(617)441-3999

**第五篇：必备英文个人简历**

必备英文个人简历范文

来源:我的简历网

Career Objective: A position with management potential in thebanking business specializing in international corporate financingEducational Background:

Sept 2024 to Beijing University

July 2024 Major in International Business ManagementMain courses include English,computer,Business Management, Accounting, International Commercial Law

Work Experience:

July 2024 to Bank of China

June 2024 Internship, Secretary to Deputy Manager of MarketingDraft business correspondence

Schedule deputy manager’s appointments

Qualifications: University graduation certificate andbachelor degree to be conferred upon graduation(2024)College English Test Band 4 June 2024

Honors & Awards: Twice awarded scholarship by BeijingUniversity 2024& 2024

Special Skills: Familiarity with Microsoft Word, ExcelAbility to work independently

Outstanding Organizational skills

Experience: President of Student Union 2024-presentPersonal Data: Date of Birth: Sep.17, 1984

Gender: Female

Marital Status: Unmarried

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