# 英文应聘信

来源：网络 作者：静谧旋律 更新时间：2023-12-31

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　　一：wu china on july 6, 1965 was born in the chinese jilin changchun

　　speaks english, japanese, german can use the computer jobseniority for 11 years

　　in 1990 beijing university department of journalism graduation

　　from 1990 to 1996 december in shenzhen daily work

　　studied for a year from 1997 to 1998 in english bbc

　　in 1999 the repayment society news arranges close-stitches, isappointed director until now

　　wants to go to beijing 21st the century newspaper office torespond to a call for recruits

　　二：brief introduction:

　　name:

　　sex: female

　　nationality: han

　　major: foreign trade transportation

　　tel:

　　address: no.6 alley3, north road,tiantan,jinggang,zhangjiagang

　　postal code:215633

　　email address：

　　education background:

　　graduation college: shanghai maritime faculty

　　department:foreign trade transportation (three years1997.9--1999.7)

　　other training courses:

　　with better abilities of listening, speaking, reading and writing

　　skillful at all kinds of softwares on windows.

　　working experiences:

　　administrative management (.5---present)suzhou shipment of the yangze river co. ltd.

　　activities:

　　planning for the market reserch

　　offering the prediction of market

　　finishing the summary reports

　　planning for the ad

　　editing for the ad

　　organizing parties,vacations

　　contacting with the local government

　　and other activities

　　resume:

　　after graduation, i have been working as an administrative management. i have gained rich exprience with a deeply understanding of administrative work.i am honest,careful and team work spirit. i have an open heart and good relationship with others. i have made a lot of friends. i am available for doing all kinds of administrative jobs.

　　please give me a chance and i will do my best to work for you.

　　i am looking forward to a fine reply.

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