# 简历模板自我评价范文英语(推荐53篇)

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*简历模板自我评价范文英语 第一篇1、Good command of Computer skills: familiar with different versions of Windows OS and Office application...*

**简历模板自我评价范文英语 第一篇**

1、Good command of Computer skills: familiar with different versions of Windows OS and Office application software,able to program with C and Fortran languages,obtained some experience and understanding about other widely-used software like Autocad,Photoshop,Coreldraw and Dreamweaver.

具有良好的计算机技能，熟悉各类Windows操作系统以及Office系列办公软件，可使用C语言和FORTRAN语言进行编程，对于AUTOCAD、PHOTOSHOP、 CORELDRAW 、DREAMWAVER也有一定的了解和使用经验。

perception & intellect; with widen and swift thinking; able to be quickly adapted to different environmenet.

Diligent; with sureness; responsible; everytimefulfil my duties to my own work. Conscientiously,absorbedly work in a planned and order way; pursue the perfection.

Good image; temperate,calm and steady personality; strong affinity; good at getting along with people.

Patient; have holding capacity to pressure and setback.

有很强的领悟力和理解力，思维开阔、敏捷，能够很快适应不同环境。 勤奋，踏实，有责任心，对自己的工作尽职尽责。 做事认真、专注，有计划、有条理，追求完美。 形象良好，性格温和、稳重，亲和力强，善于与人相处。 有耐心，对压力和挫折有承受力。

all the courses in the specialized field,obtaining good command of theoretic knowledge and experimental and DIY skill; Very adaptable and Good at leaning.

顺利完成专业课程学习，熟练掌握专业理论知识和实验技能，具有很强的动手能力，善于学习新知识和适应新环境。

and congenial,with a strong sense of responsibility and good team-spirit.

为人谦和友善，做事态度认真，有强烈的责任感和良好的团队精神。

in oral English ,with fairly good of reading and writing ability; Speaking authentic Mandarin-Chinese.

英语口语流利，具有良好的英语阅读、写作能力;普通话标准。

played a couple important roles in the student organizations,honing the interpersonal communication skills and organizational capability.

曾担任学校社团职务，培养了良好的人际交往技巧与组织能力。

a wide range of hobbies,including oral English,music,movies and literature . 兴趣广泛，喜爱英语口语、音乐、影视以及文学创作。

**简历模板自我评价范文英语 第二篇**

My name is \*\*\*. \*\* is my given name. \*means sweet and\* means person, so my name means a sweet-tempered girl. I actually am! But you can call me June, for your convenience, j-u-n-e, it\'s similar to my Chinese name Jun. I am from Enping, a small city in the southwest of Guangdong Province, near HongKong and Macao. Maybe you have never been there before, it\'s well known for the hot springs there.

In 20\_, I got the highest score in the College Entrance Examinations in my city and entered Zhongshan University. My major is Computer Science. My GPA ranks in the top 40% among all students, but I have stronger C programming skills than many others. Also, I was the first one to learn Java in my class.

I was chosen by a teacher of mine to participate in his project. The project was about a LAN chat room, and I developed the instant messaging system in it. I was the only female student in this project team.

Besides study and the project, I worked in the Student union for two years, first year as a member, next year promoted to be the General Secretary. My colleagues describe me as a reliable and considerate person.

IBM is top on my job hunting list for of the reasons you hear every day. I look forward to joining a famous company as it means good training, good pay, and good people to work with, just like you gentlemen!

**简历模板自我评价范文英语 第三篇**

I cheerful personality, stable, vibrant, warm and others, in good faith. A serious and responsible work, take the initiative to hard-working. Strong organizational capabilities, hands-on practical ability and collaborative spirit of the group, quickly adapt to the environment and integration of them.

**简历模板自我评价范文英语 第四篇**

I am responsible for the work, there is a positive professionalism, able to communicate with the leadership and coordination, and his affinity sincere harmoniously and be able to communicate with employees to improve the quality of the best employees, the factory can pay a personal price for the interests of the company create higher performance, hope your company can give me a chance to develop, but this time you regret your choice.

**简历模板自我评价范文英语 第五篇**

Dear Sir/Madam:

Now and then corporations send out feelers for just the right type of creative

person. This person must fit very specific criteria. Usually, after all is said and done, the corporation wants a business person who can manage, create and communicate. A seasoned professional who\_s been around for a while.

If you\_ve been looking for this rare combination of business savvy and design expertise, my background might interest you:

Ten years of working experience. Solid background fwin the management of creative up-and-comers.

Know new technologies that show instant profit, such as CAD/CAM.

This is but a brief summary of my abilities. And there is much, much more to feel I have strong marketable skills in which you would be interested. Please contact me if you would like to hear and see more.

With many thanks.

**简历模板自我评价范文英语 第六篇**

1、Western practical application of the ability to highlight,is fluent in English (cet6),German (German graduate,professional level 4),Mandarin and Cantonese,analysis,learning,communication,adaptable,enthusiastic and creative;

2、strong writing ability to control,instruments and institutions have two years of experience,specializes in various types of documents writing;

3、there is a strong organization and leadership ability,along with team-oriented independent quality;

4、can be completed on time and under high-intensity work,willing to accept new challenges,to take responsibility;

5、with a strong resilience and can fastest adapt and integrate into the new environment;

6、want to engage in the work of foreign trade business,enterprise management,and other aspects.

**简历模板自我评价范文英语 第七篇**

serious study hard,earned good grades,among the best. In school,College scholarship for three consecutive years.

He served as Student Union cadres Liaison Department of the Deputy Minister of Youth League Organization Department,and other members of the class of life,and in the process of student work out with the business of sponsorship,greatly improve their work and their capabilities. In addition,actively participate in extra-curricular sports activities,a variety of social practice and part-time work,in order to increase their experience and improve their capabilities. Experience in the way things work,exercise eloquence and interpersonal skills. Had two consecutive Academy \_summer social practice activists\_,\_outstanding student-General\_ and the honorary title.

In normal school life,I have done a lot of part-time. For example: tutoring,telephone interviewers,restaurant waiters,leaflets,questionnaires,also played summer jobs to the plant,to experience a different way of doing things and the various operational procedures work,exercise has become a hard-working spirit,and from work to appreciate the joy and dedication.

A four-year college career,my organizational skills,management skills,adaptability and so greatly improved,so I have a good psychological quality,let me have a greater advantage in the competition,let me go more in life cause high farther. He won the \_excellent students\_ and \_outstanding graduates\_ of the title.

**简历模板自我评价范文英语 第八篇**

He once served as vice president of the student union. He has held two large-scale parties and held many large-scale activities. He has strong organization and management ability, strong team spirit, strong sense of enterprise.

He has two years working experience in the workplace. He has strong sense of responsibility and discipline. He has a strong will and quality.

He is hardworking and hardworking in his work. He is practical and willing to work and skillfully uses offi CE, AutoCAD and other commonly used software, cheerful attitude, optimistic life attitude, good at getting along with people around, with strong interpersonal skills, independent learning ability, easy to accept new things, with strong adaptability, honest and trustworthy, modest, calm, friendly and meticulous, willing to help others, with strong affinity.

中文翻译：

曾任学生会，承办过两次大型晚会，并多次举办大型活动，具有较强的组织和管理能力，具有较强的团队精神，有强烈的事业心，在工作地点有两年的工作经验，有强烈的事业心，责任心强，纪律严明意志、品质，在工作中吃苦耐劳，踏实肯干，熟练使用Office、AUTOCAD等各种常用软件，态度开朗，生活态度乐观，善于与周围人相处，具有较强的人际关系能力学习能力强，容易接受新事物，具有很强的适应能力诚实守信，谦虚，待人冷静，友好细致，乐于助人，具有较强的亲和力。

**简历模板自我评价范文英语 第九篇**

Mature，dynamic and honest.Excellent ability of systematical to work independent1y，mature and person with ability plus flexibility should stable personality and high sense of responsibility are well with a multi-cultural and perse work ，aggressive attitude ，independent and good communication to work under pressure with leardership to assume ，self-motivated and strong interpersonal ，fashion-minded a pleasant mature determination to leadership to work well with ability to initiate and operate leadership skill while possessing a great team highly organized and to learn and presentation active mind to deal with personnel at all levels positive work attitude and be willing and able to work diligently without ，bright，energetic with strong career-ambition.

**简历模板自我评价范文英语 第十篇**

As the beginner, I have the splendid learning capability and to dareto innovate, unceasingly pursues in the practice remarkably; As the leader, I have the honest credible moral character, the rich teamcooperation spirit; As the leader, I have work capably, the decisivestyle, good communication and interpersonal coordinated ability Thesystem financial correlation specialized knowledge training, has beenhad at many years foreign enterprises work experience; Earnestly isresponsible to the work, positively goes in; The inpiduality isoptimistic rigid, dares facing the difficulty and the challenge. Carries out the correlation finance laws and regulations, the system,observes the national finance and economics discipline; Leads underthe instruction in the company, is responsible for the company thefinancial work, skilled grasps this unit each economic workcalculation method; According to the unit concrete service need, tothe cost, the expense carries on the calculation, is correct, theprompt establishment year and the quarter finance plan, and sendsaccountant according to in the stipulation form and the deadline themonth, the year report form, the financial analysis report.

作为初学者，我具备出色的\'学习能力并且敢于创新，在实践中不断追求卓越;作为参与者，我具备诚实可信的品格、富有团队合作精神;作为领导者，我具备做事干练、果断的风格，良好的沟通和人际协调能力，受过系统的财务相关专业知识的训练，有在多年外企工作经验;对工作认真负责，积极进取;个性乐观执着，敢于面对困难与挑战。贯彻执行相关财务法规、制度，遵守国家财经纪律;在公司领导指导下，负责公司的财务工作,熟练掌握本单位的各种经济业务核算方法;根据单位具体业务需要，对成本、费用进行核算，正确、及时编制年度和季度财务计划，并按规定格式和期限内报送会计月、年报表，财务分析报告。

**简历模板自我评价范文英语 第十一篇**

Proficient in computer IT hardware and software technology, IT technology development around the strong interest; team awareness and adaptability, good compression capacity, like to face the challenges and difficulties; work is absolutely hard, serious and responsible, hoping to get your company Of a valuable interview opportunities.

English is fluent, you can use English to communicate and write technical documents. Cheerful and lively, like innovation, challenges. Like sports, love reading. Full of curiosity about new things, willing to accept new knowledge. A team leadership, able to think independently and good at communication; calm, wise, able to work under pressure.

More than 5 years JavaEE experience and 3 years project management experience. Manage cross-functional teams of 10 to 15 and management of the two long. Familiar with the financial industry knowledge. PMP, CertifiedScrumMaster, pass the CFA Level 1 exam.

**简历模板自我评价范文英语 第十二篇**

My name is xx,I\'m xx years old. Now let tell you about my are four members in my family; my parents, my cute cat of xx years old andme. My father is a technician in the xx TV station. He often goes out on business. So most of the housework is done by my industrious mom. Climbing at weekends is our common interest. The fresh air and natural beauty can help us get rid of tiredness. They can strengthen our relation, my prepareing for coming here,my parents’ love and support have always been my I hope in future I wil be able to repay that is my family,do you like it ?

**简历模板自我评价范文英语 第十三篇**

It is lively and cheerful, rapport with people, have strong communication skills. During the school as a squad leader post, many plan to implement several large-scale activities, have strong organizational skills and coordination, and has a good physique. In a number of social practice, to draw attention to the social experience, serious and responsible work.

**简历模板自我评价范文英语 第十四篇**

my the foreign trade\'s professional knowledge is firm, can carry on an foreign trade work. english make use of fluent, can carry on an foreign trade business dialogue, can translate outside text data. i have team cooperation spirit, the innovation realizes, meeting an emergency an ability is strong, diligent, the anti- presses sex strong.

i have already acquired university english six class certificates, the calculator second class certificate, the ability well-trained operation transacts software.

i hope you can give me an opportunity, let me prove the better than language of my self-confidence i can bring company a performance, my self-confidence i can become worthy employee.

**简历模板自我评价范文英语 第十五篇**

Mature，dynamic and llent ability of systematical ity to work independent1y，mature and person with ability plus flexibility should app1y.

A stable personality and high sense of responsibility are well with a multi-cultural and perse work ht，aggressive tious attitude iative，independent and good communication ing to work under pressure with leardership ing to assume re，self-motivated and strong interpersonal getic，fashion-minded a pleasant mature ng determination to ng leadership ity to work well with ability to initiate and operate ng leadership skill while possessing a great team highly organized and ing to learn and presentation tive active mind ity to deal with personnel at all levels positive work attitude and be willing and able to work diligently without g，bright，energetic with strong career-ambition.

**简历模板自我评价范文英语 第十六篇**

I am lively and cheerful, have good language communication skills, adaptability, to receive new things fast. Have a high degree of responsibility and dedication to work .. to do things hard, pragmatic and steady. Dare to dare to do, good at thinking, high efficiency, cohesive, and considerable management capacity.

I can work hard, adaptability,good coordination, a serious and responsible work,work actively,motivated,motivated,both work and life are strict demands on themselves, and has a strong self-learning ability, practical ability.

I am honest and credible,responsible and orderly work, can communicate well with people, have a good team spirit and spirit of service. On the digital mind clear. Self-reliance, an independent face of life, but also trained I refused to easily admit defeat the character, whether in learning, life or work, can dare to accept the challenge, not afraid of difficulties and hardships encountered problems can think of their own way Solve, full of hope for life. In a large number of practical activities to learn to be interpersonal skills and the truth of doing things for the people, but also won a good interpersonal relationship,praised by others.

In the future work, I will be full of energy, assiduously study the spirit to work hard and steadily improve their ability to work with the company at the same time. Self-study ability, self-taught a lot of computer knowledge, skilled assembly of computers,know how to maintain the computer,skilled operation windows, office office software,familiar with interne resources.

**简历模板自我评价范文英语 第十七篇**

I have been to work since 20\_,has engaged in technical,production manager,marketing manager,production vice president,director and other post production work,familiar with the manufacturing enterprises of production planning,logistics management and control process to control a certain amount of manufacturing Technology and equipment knowledge,and work in the long-term accumulated valuable technical,production,logistics,quality management,manufacturing process on the set,on-site planning to have a more solid foundation.

I have excellent leadership and team work spirit and extensive knowledge,adaptable,good at thinking and innovation. Familiar with the ISO9001 system can efficiently run,familiar with ERP system operation procedures,to the preparation and implementation of the operation of various departments to develop enterprise management system processes and can be skilled in using quality management system and the transformation of production systems to manage the enterprise. Sincerely hope we can have opportunities to cooperate with you and seek common development.

**简历模板自我评价范文英语 第十八篇**

I am a third-year students have just graduated. My hometown in Guangdong, is a family of four, my father and mother engaged in garment business, the younger brother is also a university student. I am optimistic personality, is a person who likes to communicate with others. I like sports, especially basketball and tennis. Many of my friends are very fond of sports people. Any time after school, I will some friends on my classmates to physical exercise. Movement which is very real pleasure. I like that feeling. I would also like to watch sporting events, such as basketball, soccer, tennis and golf, I have some favorite sports idols such as XX XX XXX. Finally, I want to say is that today this is very pleased to be candidates for the sport, profession, believe in your company a number of training and learning, I believe I can do the job. And will fall in love with the job. Please give me such an opportunity

everyone, I am going to introduce myself to you today. My name is XXX. By the end of July, I will become 12 years an elementary school girl, I am very proud of my talent in drawing, singing, and dancing. Moreover, I love talking in Chinese and English. I think the most interesting thing in life is acquiring knowledge. I want to become a doctor in the future. Thank you for listening to my you for listening to my presentation.

**简历模板自我评价范文英语 第十九篇**

As the beginner, I have the splendid learning capability and to dareto innovate, unceasingly pursues in the practice remarkably; As the leader, I have the honest credible moral character, the rich teamcooperation spirit; As the leader, I have work capably, the decisivestyle, good communication and interpersonal coordinated ability Thesystem financial correlation specialized knowledge training, has beenhad at many years foreign enterprises work experience; Earnestly isresponsible to the work, positively goes in; The inpiduality isoptimistic rigid, dares facing the difficulty and the challenge. Carries out the correlation finance laws and regulations, the system,observes the national finance and economics discipline; Leads underthe instruction in the company, is responsible for the company thefinancial work, skilled grasps this unit each economic workcalculation method; According to the unit concrete service need, tothe cost, the expense carries on the calculation, is correct, theprompt establishment year and the quarter finance plan, and sendsaccountant according to in the stipulation form and the deadline themonth, the year report form, the financial analysis report.

**简历模板自我评价范文英语 第二十篇**

I am careful in the work of rigorous,practical work hard,have a strong sense of responsibility and initiative. And closely with the higher level and colleagues successfully completed the company\'s other work and in a team spirit,focus on teamwork. Have the ability to work independently. In the quality of skills can continue to learn new knowledge,new skills,pay attention to their own development,to ensure the competence of the current work.

I am passionate about management,dedication to the cause of work in large enterprises for many years,received a good education and training,accumulated a wealth of experience with outstanding personal leadership charm,to form a cohesive team,good at training the team\'s business knowledge and teamwork;

Have a strong organizational management and coordination,collective sense of honor strong,full of team spirit. Good written expression,verbal expression,comprehensive analysis,understanding,good communication and coordination of interpersonal relationships,full of responsibility and initiative,sincere man,quick thinking.

**简历模板自我评价范文英语 第二十一篇**

Mature，dynamic and ability of systematical to work independent1y，mature and person with ability plus flexibility should stable personality and high sense of responsibility are well with a multi-cultural and perse work ，aggressive attitude ，independent and good communication to work under pressure with leardership to assume ，self-motivated and strong interpersonal ，fashion-minded a pleasant mature determination to leadership skills.

Ability to work well with ability to initiate and operate leadership skill while possessing a great team highly organized and to learn and presentation active mind to deal with personnel at all levels positive work attitude and be willing and able to work diligently without ，bright，energetic with strong career-ambition.

**简历模板自我评价范文英语 第二十二篇**

My name is x,I\'m xyears old. Now let tell you about my arefour members in my family; my parents, my cute cat of years old andme. Myfather is a technician in the xx TV station. He often goes out on business. Somost of the housework is done by my industrious mom. Climbing at weekends is ourcommon interest. The fresh air and natural beauty can help us get rid oftiredness. They can strengthen our relation, my prepareing for cominghere,my parents’ love and support have always been my I hope in futureI wil be able to repay that is my family,do you like it ?

**简历模板自我评价范文英语 第二十三篇**

I am honest and trustworthy, rigorous practical work, serious and responsible, doing things smart. Have a positive attitude towards life and a wide range of interests, we have good mental qualities and work hard, have their own opinion on the matter, and there is a strong working collaboration. I have a unique vitality of youth and vigor, full of mind and create a cause of shock - feeling, better writing skills, verbal communication skills and interpersonal skills, team-oriented. During the school campus to any long-term sales representatives electronic dictionaries and other electronic products, we have organized many products on sale. Participated in many community activities, including the planning, organization and outreach activities, we have successfully held the Coca-Cola Company tours, Zhuhai College hip-hop party, co 06 graduates campus recruitment and M-Zone Students Challenge and other hip-hop. Foreign shipping more than six months of work experience.

**简历模板自我评价范文英语 第二十四篇**

all the courses in the specialized field, obtaining good command of theoretic knowledge and experimental and DIY skill; Very adaptable and Good at leaning.

played a couple important roles in the student organizations, honing the interpersonal communication skills and organizational capability.

and congenial, with a strong sense of responsibility and good team-spirit.

a wide range of hobbies, including oral English, music, movies and literature .

in oral English , with fairly good of reading and writing ability; Speaking authentic Mandarin-Chinese.

command of Computer skills: familiar with different versions of Windows OS and Office application software, able to program with C and Fortran languages, obtained some experience and understanding about other widely-used software like Autocad, Photoshop, Coreldraw and Dreamweaver.

**简历模板自我评价范文英语 第二十五篇**

Self-evaluation

I have Concubine good looks,communication skills and organizational capacities of the strong,experienced numerous winter and summer vacations working temper my language ability and understanding,a better future for my work to lay a solid foundation for the hope that I have learned to for your company to the further development of the power that your company can be given the opportunity to display their time.

Thank you

**简历模板自我评价范文英语 第二十六篇**

The work of the positive and serious attitude, strong sense of responsibility, is sincere, careful, optimistic, athletic, a good team player, able to quickly adapt to the work environment, and to continue to learn in practical work and constantly improve themselves and do their own work . I am a positive, optimistic, pragmatic, continuous learning, struggling to forge ahead of the people. Do not want to fall behind, I do not want to fall behind; behind, losing all chance of success. Learning is also essential, no knowledge is difficult to succeed; at the same time, to fight for their practice more opportunities to succeed!

英文版的自我评价

I am fine style, others with sincerity, good personal relations, doing things calm and steady, reasonable overall arrangement can live in the transaction.

Have strong logical way of thinking about things serious and responsible, able to endure hardship involved, have a strong sense of responsibility and team spirit; confident, optimistic, with a certain sense of innovation.

**简历模板自我评价范文英语 第二十七篇**

I am cheerful,honest,optimistic,honest and prudent,serious and responsible and pragmatic attitude,with strong ability to adapt.

Has engaged in professional social work practice enthusiasm. I want to give a community the opportunity to practice the profession in the work of the director to play through in a different environment of continuous learning,continuous efforts to adapt to evolving social demands,hope you can give me a platform to show.

Thank you!

**简历模板自我评价范文英语 第二十八篇**

I am enthusiastic and sincere, optimistic, good moral character and professionalism, and have good teamwork and professionalism. I can skillfully operate office, excel and other office software and office services, good with people, have good communication and organizational skills. Carefully, there is the spirit of unity and cooperation, \_integrity, perseverance, tolerance\_ personal qualities conduct. Threw himself into, careful and responsible work attitude, love of learning, the courage to explore, like challenging work. Serious and responsible, honest and prudent, logical, subject to the company to arrange. Will be very hard to go to fulfill their duties at work, they will be selected to perform well.

**简历模板自我评价范文英语 第二十九篇**

It is an honor to have this opportunity for this interview,What should I say? Some

information as you can see on Resume. Just say something,I get along well with around people,they said I am not a bad guy,of course,they are my friends,but what they said is true. I am an easygoing and reliable man,I always keep my word,energetic,initiative,responsible. I just forgot,I will get my drive license before my graduate.

I\'d prefer to trying some news things,new challenge rather than the dull work. I love

embed research and development,I spend much of my time on it. I studied MCS51,DSP Piccolo,ARM M3,I felt happy when I could operate them,it feels good. Cypress is a good company in this industry,now I have no choice but to pursue my dream. It’s the time I should do something ,I should catch this chance . That is the reason why I come here to compete for this position. I\'m a good team player and I\'m a person of great honesty to others. Also I am able to work under great pressure.

That’s all. Thank you for your attention.

**简历模板自我评价范文英语 第三十篇**

Conscientious, responsible, studious, warm, steady work seriously, ambitious. Proficiency in common office software word, excel.

Easygoing and generous, cheerful, friendly, honest and humble. Hard-working, serious and responsible, hard working, conscientious, patient.

It has an affinity and approachable. Strong communication skills, good self-expression, eloquent. Nuanced observe things, the ability to detect and correct deficiencies of self.

Basic knowledge of solid, good leadership and management.

**简历模板自我评价范文英语 第三十一篇**

1,I am cheerful,sincere people,optimistic,broad interests,have strong organizational skills and the ability to adapt,and has strong management planning and organizational management and coordination capacity.

2,faithful honest,principled,says it will do,and never shirk responsibility; self-control,do things always adhere to the beginnings and ends,never give up halfway; willing to learn,have a problem,not to escape,an open mind is willing to learn from others; confident but not conceited not self-centered; are willing to accept the superior who commends humility,with authority; will use 100% of the enthusiasm and energy into work; approachable. Is sincere,cheerful,proactive,adaptable,studious,down to earth,there is a strong team spirit,proactive work attitude seriously.

3,cheerful,optimistic,broad interests,adaptable,quick,diligent,practical,serious and responsible,determination,hard,have the courage to meet new challenges.

4,it is warm and cheerful personality,friendly,honest and humble. Hard-working,serious and responsible,hard working,conscientious,patient. Affinity,approachable,good communication.

**简历模板自我评价范文英语 第三十二篇**

I have a strong sense of responsibility and sense of team，and accumulated some experience in previous work，cheerful，strong affinity，responsible，hardworking performance of the company to get approval from the leadership. We are hoping to take on new challenges to learn more knowledge in future work.

Hypermarket sales manager or business self—evaluation：

He engaged in the sales industry for many years，sales skills，sales experience have reached a relatively high level！I am cheerful，is adynamic，highly motivated and courage to challenge people！With \_fromwhere the falls getting up from ther.\_ spirit to do everything！

**简历模板自我评价范文英语 第三十三篇**

I am a dit and progressive person with strong sense of responsibility and good team spirit. I have completed all courses in the professional field, and have ed good theoretical knowledge and practical experience. I have a wide range of hobbies, including listening to music, watching movies and reading literary works.

I can speak fluent English and have quite good reading and writing skills. My Putonghua is my mother tongue. I have good computer skills: I am familiar with different versions of Windows operating system and office application software, Can use C and FORTRAN programming language programming, have practical experience and have a good understanding of many widely used software such as AutoCAD, Photoshop, CorelDRAW and Dreamweaver English spelling checker.

As a recruitment manager, it is very embarrassing to make spelling mistakes on resume and cover letter. If there are spelling mistakes in resume and cover letter, I will give up. Application letter DIY = DIY = DIY perception = intuitive perception = easygoing = fluent and fluent, good reading and writing.

中文翻译：

我是一个勤奋上进的人，有强烈的责任感和良好的团队合作精神。我完成了专业领域的所有课程，掌握了良好的理论知识和实践经验。在学生组织中发挥了重要作用，磨练了我的人际交往技能和组织能力我有广泛的爱好，包括听音乐，看电影和阅读文学作品我能说一口流利的英语，有相当好的读写能力我的普通话是母语水平我有很好的计算机技能：熟悉不同版本的Windows操作系统和Office应用软件，能用C和Fortran编程语言编程，有实践经验并且对许多广泛使用的软件如Autocad、Photoshop、Coreldraw和Dreamweaver英语拼写检查器有很好的理解作为一名招聘经理，在简历和求职信上出现拼写错误是非常尴尬的，如果简历和求职信中有拼写错误的话，我一定会放弃。

求职信DIY=自己动手=DIY感知=直觉感知=随和=随和流畅流畅读写良好。

**简历模板自我评价范文英语 第三十四篇**

My name is Liu Xiaoxia (and my Chinese name is Jane).

I’m going to graducatefrom the Foreign Language Department of Guangxi College of Education in July this major is Business English. I past CET4 and have the better ability of Englishlistening,speaking,reading and writing. I’m especially interested in the job of secretary,therefore,I chose many courses connected with secretary,such as “Secretary English”,“Documentation & Filing”,“Office Management” and so on.

During my 3 years at college,I attended many social activities to improve ’ve been secretary to the chairman of Photography Club of our college for 2 years …With such experiences,I took up the job as an office clerk in ABC company during my probation period and won the respect of my boss and ’m a trust worthy,proactive and diligent girl with strong sense of responsibility.

Besides I’m attentive to details. Due to the above-mentioned qual

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