# 英文简历模板三篇

来源：网络 作者：紫陌红尘 更新时间：2023-12-23

*个人简历是求职者给招聘单位发的一份简要介绍。包含自己的基本信息：姓名、性别、年龄、民族、籍贯、政治面貌、学历、联系方式，以及自我评价、工作经历、学习经历、荣誉与成就、求职愿望、对这份工作的简要理解等等。万书范文网今天为大家精心准备了英文简...*

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　　Thebasicinformation

　　EnglishResume:Name：MichaelYang

　　EmailAddress：

　　MobilePhone：1363236XXXX

　　PERSONALDETAILS:

　　Age:26Sex:Male

　　ExpectedSalary:facetofacenegotiationispreferred.

　　EDUCATIONS:

　　Sep9.1998/Jul9,2023CentralSouthuniversity

　　Collegedegree.

　　WORKINGEXPERIENCE:

　　Mar.202\_/7TO2023/3PegasusFootwearCo.,Ltd

　　Post:AssistanttoViceGeneralManager

　　Duties:

　　Arrangetheproductionmeetingforvicegeneralmanager.

　　Receiveandreplyvicegeneralmanager’sinternalandexternalmails.

　　CommunicatewithItaliandesignertofollowuphisdesignstylewithfactorydevelopers.

　　Followupfactory5’sproductionprocessandreporttovicegeneralmanagereveryday.

　　Receptionistofforeignersespeciallyfordinnerwithdrinking.

　　TranslatealltheChineseandEnglishversionofcompanyrules.

　　Handlealltheissuesofvicegeneralmanagerwhenheisoutofofficeforvacationorbusinesstrip.Butcallingvicegeneralmanagerorreportingtopresidentisamustbeforetakingaction.

　　ACHIEVEMENTS:

　　Wellassistvicegeneralmanagertohandlehisjob.

　　Jul.202\_/7/nowACH&Co.,HKLtd

　　Post:Partsdeparmentmanager

　　Duties:

　　Controlrunningofpartsdepartment

　　Sourcingnewpartsandpurchasethegeneralpartsforoders.

　　Searchnewpartsvendorandcomparetheprice.Buildasystemofvendors’informationforemergencyuse.

　　Supervisingassistantandstaffstosendoutthecorrectpartsforproduction.

　　AttendthejewelyshowinChinasuchasinHongKong、GuangzhouandShenzhenforsourcenewvendors.

　　PurchasepartsinUSA,Germany,andItaly.

　　ExecutetheinstructionsfromUSheadoffice

　　Controlthesparequantityofpartsproduction.Showtheoperatorshowtohandlethepartssuchaslasershooting,platingandpolishingetc.

　　Managementofpartsinventoryquantity.

　　ACHIEVEMENTS:

　　WellcontrolpartsdepartmentrunningandgetgoodfeedbackfromUSheadoffice.Savelotsofcostforcompany.

　　Trainoutsomegoodstaffsandcooperatewithmeverywell.

　　SKILLS:

　　Familiarwithfootweardevelopment.

　　Goodcommandofjewelryfield.Practiceof6monthsinthefatorybeforepositioningaspartsmanager.Goodunderstandingofalltheproductionprocedures,especiallywellknownofpartsissues.Knowthequalityproblemsofthejewelrysuchaslooseandbrokenstones,over-highandover-lowprongsoftherings,over-polishingandpoorplatingetc.Welluderstandingofpartssuchaschains,leverback,pins,nutsandsilkcord,etc.Knowthelaborfeesofpartsprocessing,priceandquality.

　　Canworkwellunderpressure.Facedifficultyandpatientlytrainsubordinatetoworkandbuildteamworkspiritinourgroup.

　　Enjoymywork.Goodcommunicationandcorrespondingability.Canhandletheemergencyissueswellinthejob.

　　Goodplanningofproductioncapacityandaccordinglyadjuststaffsandequipmenttomatchtheproductionifnecessary.

　　Makecorrectdecisionunderemergencysituations

　　Independentworkunderpressure

　　TEM-4andTEM-8inMay,2023andMarch,202\_

　　GoodcommandofEnglishskills

　　AlittblebitcommandofJapaneselanguage.

**英文简历模板二篇**

　　RESUME

　　KellyWang

　　Sex:FemaleBorn:Oct.18,1982

　　English:TEM8Computer:Level-3

　　NantongUniversityMajor:English

　　Mob:013055686022Graduated:July,202\_

　　[email protected]

　　EDUCATION

　　202\_.9----202\_.7EnglishMajorinNantongUniversity

　　VicepresidentofStudentunion,

　　VicepresidentofSingingAssociationofForeignLanguageDepartment

　　LANGUAGELEVEL

　　GoodcommandofEnglish,effectivewrittenandoralcommunication

　　AWARD

　　TEM8----Band8certificate,

　　BECvantage-----BusinessEnglishofCambridge

　　AwardintheoralEnglishcompetitioninNantongUniversity.

　　COMPUTERLEVEL

　　ProficientintheoperationofExcel,Wordandsuchkindofofficesoftwareeffectively

　　WORKINGEXPERIENCE

　　Sept2023—Feb,2023JiangsuProvincialPublishingHouse

　　Jobtitle:Interpreter(parttimeJob)

　　Mar2023—Oct,2023ZheJiangYongkangVehicleCO.,LTD

　　Jobtitle:SeniorMerchandiser

　　Responsibleforexploringexportmarket,handlingthewholeprojectofexportingminimotorcycles,Establishinggoodbusinessrelationshipwithmyforeigncustomersbye-business,CantonFairandotherchannels

　　Handleshippingdocumentsandtaxrefundofallordersinexportdepartment

　　Contractedwith2newclientssuccessfullyafterCantonFairinOctober

　　SKILLOFWORK

　　Handlingexportorderwithprofitandlong-termdevelopmentorientation

　　Specificgoaltosignthecontractinmymindbyflexiblemethod

　　Canmasterknowledgenecessaryforthepositionintheshortesttime

　　1.5years’experiencetodobusinesswithmanykindsofpeople,communicatewithforeignclientsdirectly

　　Handlingcomplicatedrelationshipduringbusinesswithmarketorientation

　　FluentspokenandwrittenEnglish

　　Nofearofdifficultiesandpainstaking

　　Gladtotravelfrequentlyaccordingtorequirement

　　Gladtocommitmyselftoafull-timeteamplayer

　　Enthusiasm,goodcommunicationskill

　　Skilledinarrangingexportorderwithexcellentsenseofprojectmanagement

　　Accuracyinhandlingdetails,organizedwork-habits

　　Energeticinstudyingandworking,andstrongsenseofresponsibility

　　Highly-motivatedandreliablepersonwithexcellenthealthandpleasantpersonality.

**英文简历模板三篇**

　　basicinformation

　　AdamRice

　　123,NorthStreetAtlanta,Georgia,01234

　　TELL：\*\*\*\*\*\*Email：\*\*\*\*\*\*\*\*\*\*\*

　　CareerObjective

　　Toobtainamanagerialelectronicsengineerpositionthatsupportsproductdevelopment

　　SummaryofSkills

　　.Expertiseinelectrica1circuitdesignandtestingtechniques

　　.KnowledgeofcomputerprogrammingthatincludeC++,Java&Pascal

　　.Goodacademicrecordinelectronicengineering

　　ProfessionalExperience

　　AT&A,Decatur,GA,2023toPresent

　　ElectronicEngineer

　　.ProvidingassistancetotraineeengineersintheR&Dlaboratory

　　.Responsiblefortestingequipmentcircuitsanditsnewfeatures

　　.ActingasaliaisonbetweenR&Dandmanufacturingdepartment

　　.Trainedtechniciansfortheproperuseofmachinesandequipments

　　BellTelecom,Oakdale,GA,202\_-202\_

　　TraineeEngineer

　　.Responsibleforinstrument\'sprecision&qualitycheckthatincludedelectricadjustmentslaseralignment

　　CityElectronicIndustries,Bolton,GA,202\_-202\_

　　InternEngineer

　　.Developedplanforthecontrolpanels

　　.Assistedtodeveloptestingunitsforautomotiveindustry

　　.Developedengineeringplansfortheinteriorandfabricationofhighendautomobiles

　　EducationalQualification

　　GeorgiaStateUniversity,NewYorkBachelorofSciencein

　　ElectronicEngineering,202\_

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