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[https://www.100test.com/kao\\_ti2020/234/2021\\_2022\\_\\_E7\\_94\\_B3\\_E8\\_AF\\_B7\\_E4\\_BF\\_A1\\_E7\\_c73\\_234984.htm](https://www.100test.com/kao_ti2020/234/2021_2022__E7_94_B3_E8_AF_B7_E4_BF_A1_E7_c73_234984.htm) 简历 1 结构要点：简历是个人经历的书面表达形式，应包含个人信息、教育背景和工作经历。有时还可包含事业目标（objective或career objective）、其他经历（activities）、获奖情况（awards）和特长（special skills）等。

Directions 29 Suppose you are going to graduate from the university. Write a resume in about 100 words to apply for a job. Do not use your own name, using “Li Mei” instead.

Sample : RESUME  
Personal Data : Name : Li Mei Sex : Female Address : Room 602 , Dormitory Building 12 , Wuhan University Wuhan , Hubei , 430021 Date of Birth : June 16 , 1983 Place of Birth : Zunyi , Guizhou Telephone : ( 027 ) 87273548 , 13802347887 Email : angellimei@gmail.com Hobbies : painting , reading , Internet surfing , dancing Foreign Languages : English Objective : To work as a regional sales representative who is responsible for sales activity and coordination  
Education : 2002 ~ Present Studying at Wuhan University Bachelor of Arts in finance 1999 ~ 2002 Studying at Zunyi No. 1 High School 1996 ~ 1999 Studying at Zunyi No. 7 Junior High School  
Work Experience : None Special Skills and Technical Qualifications : I am professionally trained in finance and economics. In addition to Mandarin , I can speak , write and read English fluently. I had two parttime jobs in Taiping Company and Zhida Company , which helped me gain some sales operation knowledge and sales planning

experience. 简历 2 语言注意点：简历忌过长或用词空泛，提供的信息应有用、如实，编排须整齐有系统。 Directions 30  
Suppose you are Tan Wen , English teacher at Taiyuan Institute of Technology. Write a resume in about 100 words to apply for a new job in another city. Sample : Tan Wen Taiyuan Institute of Technology Taiyuan , Shanxi Province Telephone : ( 0351 ) 6523787 Experience 2000 ~ Present Working as a lecturer of English at Taiyuan Institute of Technology Teaching undergraduate ( nonEnglish majors ) intensive reading , extensive reading , listening , writing Teaching graduate ( nonEnglish majors ) writing Education 1997 ~ 2000 Studying at Shanghai Teachers University Master of Arts in American Studies 1993 ~ 1997 Studying at Shanxi University Bachelor of Arts in English Language and Literature 1990 ~ 1993 Studying at Mianyang Senior High School 1987 ~ 1990 Studying at Mianyang No. 5 Junior High School Personal Data Sex : Female Date of Birth : June 27 , 1976 Place of Birth : Mianyang , Sichuan , China Marital Status : Married , without Child Health : Excellent 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)