

中英文简历写作

- 你是否曾经天女散花般投递了无数简历，最终却杳无音讯？
- 你是否在 chinahr 或者 51job 上投了 n 多简历，始终得不到面试的机会？
- 你知道企业 HR 筛选简历的流程和标准是怎样的？
-

中华英才网



很多时候，简历不是人读，而是机器读，像 ChinaHR.com、www.51job.com 上的每一个职位都有数千人以上的人投递简历，而无论是 HR 还是机器的扫描，

如何在 10 秒钟内打动对方，需要你几十个小时的努力！



几个 key words 出现与否，就很可能决定了你的简历去留。也许是你的简历质量不过关，也许是在面试中忽略了细节，这些都很可能导致了你的求职计划尚未进行就先搁浅。如果到现在为止你还对以上的简历基本知识还很空白，HiAll 可以帮助你迅速补上这关键的一课，真正做到事半功倍。



HiAll 提供给您：

了解公司需要你在简历中展现的素质

了解简历筛选系统的运作机理

了解优秀简历为什么与众不同

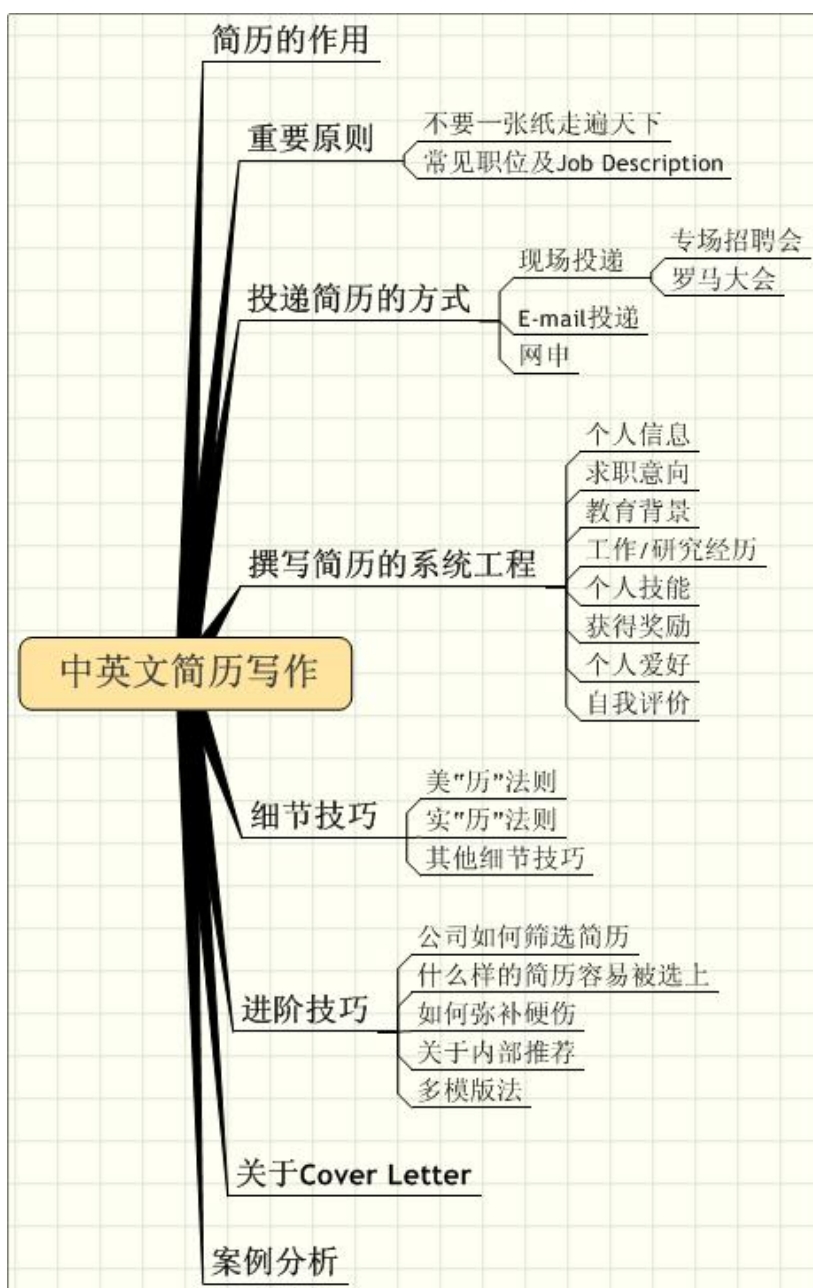
了解不同行业HR筛选简历的标准

在简历中突现出自己的闪光点

讲师介绍：

Stephen Yang: 曾拿到华为、爱默生网络能源、中石油、中海油、中国移动、中国网通、中国惠普、联合利华等多家著名企业的 Offer，对各行业简历等求职文书写作有非常深的认识。现就职于 HP 公司。

中英文简历写作课程思路图



目标工作 欲寻求**会计师事务所的审计职位，发挥自己的专业背景、交流沟通能力和实践经验。

工作经验

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|
| 中国银河证券投资银行部 | 实习生 | 2004,10 |
| <ul style="list-style-type: none"> 银河证券是中国最大的综合性证券公司 投资银行部 15 个实习生唯一一名本科生 协助分析中国银行上市 (IPO) 项目的市场背景，涵盖了 64 个上市公司的资料 为亚洲发展银行调研了国内债券市场的情况，并翻译了其证券圈套项目建议书 学习到了大量有关会计、投资银行、信息搜集以及与人协作的能力 | | - Present
北京 |
| 中央电视台 4 台“快乐中国”栏目组 | 业务助理 | 2003,09 |
| <ul style="list-style-type: none"> 负责在校园内物色联系潜在外籍演员并进行初级遴选 作为嘉宾参加其中一期“快乐中国”节目 锻炼了自己与人沟通的能力，尤其是与外国朋友们的有效交流 | | - 2003,10
北京 |
| 新思路口语培训中心 | 口语教师 | 2003,07 |
| <ul style="list-style-type: none"> 独创一种新型教学法，融舞蹈、音乐、演讲以及表演于一体 获得新思路口语培训中心“优秀教师”奖 获得了做好一名教员的丰富经验以及以一颗爱心、耐心对待每一个人 | | -2003,08
重庆 |

教育背景

- | | | |
|------------------------|----------------|-----------|
| 北京语言文化大学 | 金融系 (全英文教学环境) | 2001-2005 |
| 将于 2005 年 7 月获金融专业学士学位 | 平均成绩: 87.6/100 | 北京 |
| 重庆市巫山高级中学 | | 1999-2001 |
| 高中连续三年均为该校学生会主席 | 学习成绩排名: | 重庆 |

奖励情况

- 北京语言文化大学综合奖学金 (奖励全校前 10% 的学生)
- 北京语言文化大学数学学科单项奖学金 (全系 58 人中最高分)
- 北京语言文化大学金融系社会工作奖学金 (全系 58 人中唯一获奖者)
- 北京语言文化大学优秀学生干部 (奖励全校前 5% 的学生)

英语及 IT 技能

- | | | |
|---------------------------------------------|------------|------------|
| 英语专业四级考试 | (TEM 4) | 优秀 |
| 大学英语六级考试 | (CET 6) | 通过 |
| 金融英语证书 | (银行综合类) | A 级 |
| 职业英语考试 | (ETS-TOPE) | 阅读和口语部分最高分 |
| 熟练掌握 MS Word、Excel、PowerPoint、MS Project 软件 | | |

素质技能

熟练掌握会计和投资银行的相关知识、英语听说读写能力俱佳、有较强的领导能力、信息搜集能力强、写作能力强、与人沟通能力强、有爱心、耐心

兴趣爱好

心理学, 教育学, 音乐, 舞蹈, 文学, 象棋等

Xiaojie Li (李晓洁)

Room B802, International Intelligence Tower, Zhongguancun East Rd #18, 100083

86-10-8260**** 86-130310****

*****@hiall.com.cn

JOB OBJECTIVE	To pursue a career starting as an auditor in ** Firm to make use of my major background, interpersonal skill and practical experience.		
PROFESSIONAL EXPERIENCE	<u>China Galaxy Securities Co. Ltd.</u>		2004,10
	Intern in the Dept. of Investment Banking		- Present Beijing
	<ul style="list-style-type: none">♦ The Top Security Company in China♦ The Only Undergraduate Student among 15 Interns♦ Assisted in Market Analysis of Bank of China's IPO Project and Covered the Up-to-date Information of 64 Companies♦ Investigated the domestic bond market, and translated the bond insurance proposal for Asian Development Bank♦ Attained the Knowledge of Accountant. Investment Banking, Information Searching Ability, and Cooperation Skills		
	<u>CCTV-4 Happy China Program</u>		2003,09
	Operation Assistant		- 2003,10 Beijing
	<ul style="list-style-type: none">♦ Selected Potential Foreign Candidate Actors on Campus♦ Participated in the Program as a Guest Actress♦ Gained the Inter-personal Skills Especially with Western People		
	<u>New Thinking Spoken English Training Center</u>		2003,07
	Spoken English Teacher		-2003,08 Chongqing
	<ul style="list-style-type: none">♦ Created a Unique Teaching Method that Incorporates with Dancing, Music and Acting♦ Awarded an Excellent Teaching Prize♦ Got the Capability as a Supervisor and the Patient Heart to Others		
EDUCATION	<u>Beijing Language and Culture Univ., Dept. of Finance</u>		2001-2005
	Bachelor of Science in Finance, Expected July 2005	GPA:	Beijing
	<u>Wushan High School</u>		1999-2001
	President of the School Student Council	Rank:	Chongqing
HONORS	Beijing Language and Culture Univ. Merit Scholarship (awarded to the top *** %) Scholarship on Maths Subject (awarded to only *** among *** students) Scholarship on Excellent Contribution to Student Affairs (awarded to the top *** %) Excellent Student Leader (only *** student can get this honor)		
ENGLISH & IT SKILLS	Test for English Major Band 4		(TEM 4) Excellent
	College English Test Band 6	(CET 6)	Pass
	Financial English Certificate Test	(FECT)	Level A
	ETS-TOPE, Reading and Speaking Section (TOPE)		The Highest Level
Personal hobbies	Master the Use of MS Word, Excel, PowerPoint and MS Project Psychology, Pedagogic, Music, Dancing, Literature		

!! HR 评价：你的简历不如你优秀!

丁红方

工作经历:

- 1999/07—2000/10 中国联通东莞分公司 信息与计费部 主管
负责网络管理、综合计费营帐 (OSS/BSS)、客户关系管理 (CRM) 和新业务发展策略研究。
参与策划、制定公司新业务的营销策略组合。

项目经验:

!! 整体未能突出自己的优势!

- 2003/09—2004/11 微散一体化通信系统开发
在北邮移动通信实验室担任微波散射一体化通信系统项目接收组组长, 主要负责系统的整体方案确定、信道估计方案和载波频偏校正方案的实现。
- 1999/11—2000/08 东莞联通综合计费营帐系统三期工程
组织验收综合计费营帐系统三期工程; 并组织 and 协调营业、客服、建设、网管单位共同为二次开发定制了部分新业务。

专业特长:

!! 空洞的赞扬是无法说服 HR 的! 无数字, 无“实义”动词!

- **深厚的通信理论基础, 掌握 3G 网络体系结构和业务应用:** 在北邮学习七年, 勤奋好学, 打下了坚实的通信理论基础, 熟悉现代通信网及其支撑技术; 熟悉无线通信理论及其应用, 对移动通信中的关键技术、3G 的业务应用模式、网络结构及演进路线有清晰的认识和一定的分析判断能力;
- **丰富的项目管理和团队建设经验:** 在工作期间和攻读硕士期间负责、参与过多个项目, 积累了丰富的项目管理和团队建设经验;
- **具备运营商工作经历:** 熟悉电信业务, 对电信网络的架构、规划、优化有实际认识, 清楚电信业运营商的运营流程、操作方式以及市场的运作, 在实际工作中积累了为最终用户设计解决方案和提供服务的宝贵经验;
- **宽广的知识视野:** 对现代通信技术发展有比较整体、全面的认识, 同时兴趣广泛, 对通信以外的其他科学技术乃至历史、地理、社会等人文学科均有所涉猎, 有较高的文化素养。

外语水平:

- 具备熟练的英语听说读写能力, 擅长于通信专业英文资料阅读和翻译;
- 通过大学英语国家四级考试。

个人评价:

- 扎实的通信理论基础, 丰富的通信行业工作经验; 敬业、踏实、自信、进取、诚恳、合作, 对生活和工作充满热情; 良好的人际关系处理能力。

兴趣爱好:

- 热爱自然, 热爱生活, 善于发现自然、生活之美。经常参加户外运动, 更喜外出旅行, 作为中国地图出版社读者俱乐部会员, 经常参与与俱乐部的交流、讲座、定向越野等活动。
- 热爱读书, 尤其爱好计算机类, 同时爱好哲、文、史、地等。有旺盛的好奇心, 能够主动地从生活实践中不断地查找、探究新信息, 自如地辨别分析, 乐意与他人分享不同的见解。

修改后的中文简历

丁红方

北京邮电大学***号信箱信息工程学院研 2002 级 100876
+86-10-82600749 +86-138*****
resume@hiall.com.cn

求职意向 销售培训生

IT 技能

- 计算机语言: C, C++, Pascal, Java
 - 数据库软件: Oracle, SQL Server
 - 编程软件: Delphi, JBuilder, VC++
 - 管理软件: 金碟 ERP 软件, Brio 商业智能软件
 - 统计软件: SASR, SPSS
 - 建模软件: Rational Rose, Power Designer
 - 工具软件: Word, Excel, PowerPoint
- (写的技能你可以自己写上专业的)

教育背景

- 北京邮电大学 信息工程学院 硕士学位 GPA: 3.67/4.0 排名: 全系第 10 名 2002/09 - 2005/07
- 北京邮电大学 信息工程学院 学士学位 GPA: 3.26/4.0 排名: 全系第 10 名 1995/09 - 1999/07

工作经验

!! HOW TO SHOW YOUR USP!

- 北京邮电大学移动通信实验室 项目组组长 2003/09 - 2005/01 北京

- 北京邮电大学移动通信实验室是部级重点实验室, 承担多项国家级、部级重点科研项目
- 负责项目整体方案的确定
- 对项目进行模块化细分, 组织项目成员, 负责分工协作和团队建设
- 对项目经费进行预算和管理; 负责接收模块的同步等细节设计
- 创造了和谐与团结的团队环境, 保证了项目顺利完成
- 并在接收模块中提出了新的同步算法, 解决了技术难题
- 获得了丰富的团队建设和管理经验, 提高了领导能力和分析问题、解决问题的能力, 激发了创新精神

!! 结果说话!

- 中国联通东莞分公司信息与计费部 部门主管 2004/04 - 2004/07 广东

!! 动词说话!

中国联通东莞分公司是中国联通的近几年内取得了最大的发展和进步的分公司

- 负责运营支撑系统管理, 市场分析和新业务发展研究
- 组织日常工作会议, 制定小组工作计划, 安排工作任务
- 负责与其他部门积极沟通和协作, 保障公司运营系统稳定高效运行
- 对公司各部门及合作单位和客户进行调研, 组织各方讨论交流, 保证运营支撑系统顺利升级
- 协助经营部门进行客户市场分析, 提供客户服务解决方案
- 成功实现了综合营帐系统升级, 提高了系统性能, 增加了客户满意度
- 积累了丰富的项目运作和管理经验, 适应了高强度的工作压力, 培养了工作责任心和进取心, 树立了强烈的职业道德感。

奖励情况

- 全校优秀学生干部 (奖励给全校前 10% 学生干部) 1 次 1999
- 全国物理奥数金牌 1 次 1992

!! 数字说话!

英语能力

CET-4, 流利的英文口语和专业的英文写作能力

个人爱好

读书, 登山, 旅游

! NOTHING SPECIAL!

HongFang Ding (丁红方)

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resumeh@hiall.com.cn

EDUCATION

Sep,2002 – present **Beijing University of Posts & Telecommunications**
Candidate for Master’s degree,expected April,2005
Majoring in Signal and Information Processing

Sep,1995 – July,1999 **Beijing University of Posts & Telecommunications**
Bachelor of Electronic Engineering
Major in Information Engineering

WORK EXPERIENCE

Sep,2003 – Nov,2004 **Mobile Communication Lab, BUPT** **!! No ACHIEVEMENT!**
Position held: Development member
Responsibility: Drafted the framework and Designed the subcarriers frequency tuning module of MSTs. MSTs is a special communication system suitable for both microwave channel and scattering channel, adopting advanced DS-CDMA and Multi-Carriers technology.

July,1999 – Oct,2000 **China Unicom, Dongguan Branch** **!! No Action Words!**
Position held: OSS/BSS Engineer
Responsibility: Operation Support & Business Support of GSM system. Provided technical supports for services and new products development. Responsible for the updating of OSS/BSS. In the updating project 3rd term, organized the verification and customized new services with business department and other related departments for the post development. After our efforts,we finished the work excellently.

PROFESSIONAL SKILLS

!! WITHOUT RESULTS SPEAKING!

- **Deep understanding of the network architecture and the applications of 2G and 3G system:** Excellent knowledge of Wireless Communication systems; Familiar with the key technologies of mobile communication and the applications of 3G system; Good understanding of the developing trend of mobile networks from circuit switching to packet switching, and further to all-IP network architecture.
- **Experience in operation support and network management:** Worked with China Unicom for more than 2years, expert at operation support; Have practice in GSM network management & maintenance; Familiar with network planing & optimizing.

Hongfang DING (丁红方)

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JOB OBJECTIVE

Associate Sales Rep

!! SHOW YOUR USP!

PROFESSIONAL EXPERIENCE

Communication Research Lab, BUPT

Program Manager 2004,07

- Made the whole plan for dividing the whole procedure into parts. - 2003,8
- Took responsibility for partitioning all the project into several models and schemed every team's specific rights and responsibilities. Beijing

!! Action Words SPEAK!

Made financial budget and cash flow management for the whole process.

- Researched lots of related original English materials to prepare for making the detailed design
- Created an new algorithm of the synchronization model. !! RESULTS SPEAK!
- Attained lots of experience full of leadership and teamwork in this programs and learned how to listen to others and how to build an efficient and effective team.

China Unicom, Dongguan Branch

Director 2004,04

- Planned daily work, convened weekly meeting and disposed work division for the whole team - 2004,07 Guangdong
- Communicated with the managers in other departments in order to guarantee kinds of programs successful
- Investigated the specific demands and abilities of corporative customers, and through discussing with team members and communicating with clients completed several big successful programs including the OSS/BSS System Upgrade Project
- Assisted to the market analysis, financial budget scheme, and clients service consulting for the whole company, and offered new project plan by current trend of market.
- Gained lots of management knowledge and project operation for technical companies, deeply knew about IT market development.

EDUCATION

Beijing University of Posts & Telecommunications

2002,09

Master in Signal and Information Processing

-2005,07

GPA: 3.67/4.0 Rank: Top 10

Beijing

Beijing University of Posts & Telecommunications

1995,09

B. S in Information Engineering

-1999,07

GPA: 3.26/4.0 Rank: Top 10

!! NUMBERS SPEAK!

Beijing

HONORS

- Leader of "The Best Class" (Awarded 5 classes in the whole school)
- "Excellent Leader" (Awarded the best 10% leaders of all classes all over the university)

ENGLISH & IT SKILLS

Technical Skills:

Profound academic foundation of Electronic Communication Theories;
Sufficient practice in operating the business project in a company;
Master user of C, SQL languages and expert at Signal and Information Processing.
Proficient at Microsoft Office software

- CET4, Fluent Oral and Written English

PERSONAL Hobbies

Reading, and travel.

Action Words

accomplish	edit	catalogue	stimulate
delegate	investigate	exhibit	consult
innovate	regulate	negotiate	head
publish	approve	schedule	prepare
achieve	employ	chair	stimulate
demonstrate	lead	expand	contract
inspect	relate	obtain	hire
qualify	arrange	screen	present
act	encourage	clarify	summarize
design	maintain	expedite	control
install	renew	operate	identify
raise	assemble	select	preside
adapt	enlarge	collaborate	supervise
detail	manage	facilitate	cooperate
institute	report	order	implement
recommend	assess	sell	process
administer	enlist	communicate	support
determine	manipulate	familiarize	coordinate
instruct	represent	organize	improve
reconcile	assign	serve	produce
advertise	establish	compare	survey
develop	market	forecast	correct
integrate	reorganize	originate	increase
record	assist	settle	program
advise	estimate	compile	synthesize
devise	mediate	formulate	counsel
interpret	research	oversee	index
recruit	attain	solve	promote
aid	evaluate	complete	systematize
direct	moderate	generate	create
interview	resolve	perceive	influence
rectify	budget	speak	propose
analyze	examine	conceive	teach
distribute	modify	govern	decide
introduce	review	perform	inform
redesign	build	staff	provide
apply	exchange	conciliate	train
draft	monitor	guide	define
invent	revise	persuade	initiate
reduce	calculate	standardize	publicize
approach	execute	conduct	transmit
	motivate	handle	update
	scan	plan	write

更多信息请访问 www.hiall.com.cn