一、说明应聘职位 Stating Your Job Objective

　　1、A responsible administrative position which will provide challenge and freedom where I can bring my initiative and creativity into full play.

　　负责管理的职位，该职位将提供挑战和自由，使我能充分发挥我的进取精神及创造能力。

　　2、An executive assistant position utilizing interests, training and experience in office administration.

　　行政助理的职位，能运用办公室管理方面的兴趣，训练与经验。

　　3、A position in management training programs with the eventual goal of participating in the management rank of marketing.

　　管理培训计划方面的职位。最终目标在参与市场管理层。

　　4、An entry-level position in sales. Eventual goal; manager of marketing department.

　　销售方面的初级职位。最终目标：销售部门的经理。

　　5、A position requiring analytical skills in the financial or investment field.

　　财务或投资领域需运用分析技巧的职务。

　　6、To begin as an accounting trainee and eventually become a manager.

　　从当会计见习开始，最后成为经理。

　　7、An entry-level position in an accounting environment, which ultimately leads to financial management.

　　会计部门的初级职务，最后能够管理财务。

　　8、A position as data-processing manager that will enable me to use my knowledge of computer systems.

　　资料处理经理的职务，能保证我运用电脑系统的知识。

　　9、An entry-level position responsible for computer programming.

　　负责计算机程序设计的初级职务。

　　10、Administrative assistant to an executive where short-hand and typing skills will be assets.

　　高级管理人员的行政助理，将用上速记和打字技能。

　　11、A position which will utilize my educational background in biology, with prospects of promotion.

　　谋求能运用我在生物学方面的学识，并有晋升前途的职位。

　　12、A position in charge of management training programs.

　　负责管理培训项目的职位。

　　13、Responsible managerial position in human resources.

　　人力资源方面负责管理的职务。

　　14、A position in Foreign Trade Department, with opportunities for advancement to management position in the department.

　　外贸部门的职位，有机会晋升到该部门的经理职务。

　　15、An administrative secretarial position where communication skills and a pleasant attitude toward people will be assets.

　　行政秘书的职务，用得上交际技巧和与人为善的态度。

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　　二、说明教育程度 Stating Your Education

　　1、Useful Courses for English-teaching include: Psychology, teaching methodology,phonetics, rhetoric, grammar, composition.

　　对英语教学有用的课程包括：心理学、教学方法论、语音学、修辞学、语法、写作。

　　2、Specialized courses pertaining to foreign trade: Marketing principles, international marketing, practical English correspondence and telecommunications, foreign exchange, business English.

　　和外贸相关的专门课程：市场学原理、国际营销学、实用英语函电、外汇兑换、商务英语。

　　3、Courses taken that would be useful for computer programming are: Computer science, systems design and analysis, FORTRAN programming, PASCAL programming, operating systems, systems management.

　　对计算机编程有用的课程有：计算机学、系统设计与分析、FORTRAN编程学、PASCAL编程学、操作系统、系统管理。

　　4、Academic preparation for management:

　　Management: Principles of management, organization theory, behavioral science.

　　Communication: Business communication, personnel management, human relations.

　　Marketing: Marketing theory, sales management.

　　大学时为管理所做的学术准备：

　　管理学：管理学原理、组织理论、行为学。

　　交际学：商务交际、人事管理、人际关系。

　　市场学：市场学理论、营销管理。

　　5、Curriculum included: Electric power systems, 90; Signal processing, 88; Systems and control, 92; Electric energy systems, 92; Solid-state electronics, 88; Communications, 94.

　　课程包括：电力系统，90分；讯号处理，88分；系统控制，92分；电力能源系统，92分；固体电子学，88分；通讯，94分。

　　6、Major courses contributing to management qualification: Management, accounting, economics, marketing, sociology.

　　对管理资格有帮助的主要课程：管理学、会计学、经济学、市场学、社会学。

　　7、Courses completed: History of mass communication, 88; China's communication history, 92; Media research, 90; Public opinion, 92; Conceptual analysis, 88; Content analysis, 90; Advertising, 92; New media technology, 94.

　　所修课程：大众传播史，88分；中国传播史，92分；媒体研究，90分；舆论学，92分；概念分析，88分；内容分析，90分；广告学，92分；新媒体方法，94分。

　　8、Courses in industrial designs and related field: Dynamic systems, evaluation and management of designs, systems and control, ergonomics, tensile structures, structural analysis, computer-aided design, applied mechanics.

　　工业设计及其相关领域的课程：动力系统、设计评估与管理、系统控制、人类工程学、张力结构、结构分析、计算机辅助设计、应用力学。

　　9、Among the pertinent courses I have taken are: office administration, secretarial procedures, business communication, psychology, data-processing, typing, shorthand.

　　在相关的课程中我修过的有：办公室管理、秘书程序、商务交际、心理学、资料处理、打字、速记。

　　10、 Majored in banking. Courses covered are as follows: Banking operations, 89; banking and computers, 90; loans, 92; letters of credit, 90; savings, 88; foreign exchange, 92; telegraphic transfers, 90; remittances, 94; financial systems in the west, 92.

　　主修金融学。涉及的课程有如下几门：银行业务，89分；银行与计算机，90分；贷款，92分；信用证，90分；储蓄，88分；外汇兑换，92分；电汇，90分；汇款，94分；西方金融制度，92分。