Forum: Writing Correction (ä¿®æ”¹è‹±æ–‡ä½œæ–‡,è‡ªå,³å±¥æ-·,ä¿¡ä»¶)
Topic: How to write an "English resume"
Subject: Re: How to write an "English resume"
Posted by: ginny
Posted on: 2007/6/8 0:13:21

Please write following items in your resume.

1. English name (including your romanize name & English name)
2. Current Address
3. Phone number (including your cell phone & home telephone numbers)
4. E-mail
5. Education background
6. Language & Computer skills or other skills (including license)
7. work experiences
8. interests

That's all. Hope it can help you.