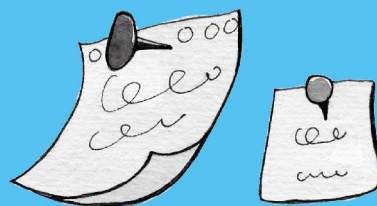


主题 1 Job Hunting 求职面试





情景1 从招聘广告开始

在学习office英语之前，首先我们得能进入office。简历与面试暂且不提，我们需要先从招聘广告开始。因为你至少得弄明白这家外企需要什么职位的人才、对应聘者有什么要求等，否则根本就谈不上后面的求职与应聘。其实，英文招聘广告的模式与内容都有一定的规律，虽然各个职位的要求不同，但你只要弄明白它的结构，就可以举一反三了。



常用句型要知道

1. 个人素质 (Personal Qualities) :
A person with ability plus flexibility should apply. 要有能力及适应力强的人。
A stable personality and high sense of responsibility are desirable.
需个性稳重，具有高度责任感。
Enthusiasm, organized working habits more important than experience.
有工作热情和有条不紊的办事习惯，经验不拘。
Being active, creative and innovative is a plus. 思想活跃，有首创和革新精神尤佳。
The main qualities required are preparedness to work hard, ability to learn, ambition and good health. 主要必备素质是吃苦耐劳精神、爱学习、事业心强和身体棒。
2. 语言能力 (Language Proficiency) :
Ability to communicate in English desirable. 会用英语进行沟通。
An excellent understanding of English would be mandatory. 具备出色的英文理解能力。
Working command of spoken & written English is preferable.
有英文口语和写作应用能力者优先考虑。
Able to speak Mandarin and the Guangdong dialect. 会说普通话和粤语。
3. 电脑技能 (Computer Literacy) :
Computer operating skill is advantageous. 有电脑操作技术者尤佳。
Good at computer operation of windows. 需精通使用Windows进行电脑操作。
Be familiar with CAD/CAM preferable. 熟悉CAD/CAM者优先考虑。
4. 工作经验 (Occupational Experience) :
Working experience in foreign company is preferable. 有在外资公司工作的经验者优先。
At least 2 years in operating NC machine tools. 至少有 2 年操作数控机床的经验。
Familiar with international trade issues will be an added advantage.
熟悉国际贸易问题者尤佳。
5. 其他要求(Miscellaneous Requirements)
Not more than 30 years. 年龄不超过30岁。
Male/Female. 性别不限 (男女均可)





情景范例亲体验

Marketing Assistant

Responsibility:

- Responsible for the local management of marketing and sales activities according to the instruction from the head office.
- Collect related information to the head office.

Requirements:

- College degree and above with good English (speaking and writing).
- Develop relationship with local media and customers.
- With basic idea of sales and marketing, related experience is preferred.
- Working experience in the international organization is a must.
- Good communication and presentation skills.

销售助理

职责:

- 根据总公司的指示负责管理本地的销售和活动。
- 收集相关的信息发送到总公司。
- 发展同本地媒体和用户的关系。

要求:

- 大学学历或以上程度，英语良好(说与写的能力)。
- 具有销售和营销的基本理念，有相关经验者优先。
- 必须在跨国机构组织中有工作经验。
- 具有良好的沟通和表达技能。



单词短语要记牢

administrative	行政的	preference	(有经验者) 优先
representative	(销售) 代表	experienced	有经验的
secretary	秘书	temporarily	临时性(工作)
senior	资深	trainee	实习生
clerk	(办公室) 职员	part time	P/T非全日制
junior	初级	assistant	助理
background	背景	manufacturing	制造
mechanic	机械的	commission	佣金
overtime	超时	permanent	永久性的
department	部门	headquarters	总部
shorthand	人手不足	technical	技术上的





情景2 一份完美的简历

在写个人简历时会用到哪些词汇呢？本节从个人品质、教育程度、工作经历、个人资料、应聘职位、离职原因、业余爱好各方面总结了在写个人简历时常用的一些词汇。希望对你有所帮助。



常用句型要知道

1. 描述工作经历

工作经历（专职及兼职工作经历）包括：工作经历（work experience）、职业经历（professional history）、具体经历（specific experience）、兼职（part-time）、实习（Intern）、实际业绩（performance）、工作成就（achievements）、个人能力（personal ability）、市场开发（marketing develop）、关键问题的解决（breakthrough）、成功的要素（element of success）、胜任力（competence）、被认命的职位（appointed position）等。

例：Assistant to manager of accounting department of a joint venture enterprise.

— Analyzed data and relevant financial statistics, and produced monthly financial statements.

一家合资企业会计部门经理的助理。

——分析数据及相关财务统计数字，并制作每月的财务报告。

2. 描述个人基本情况

Personal (or Personal Information) 个人信息

Other Information (or Additional Information) 更多信息

for more specialized work 为更专业化的工作

for prospects of promotion 为晋升的前途

for higher responsibility 为更高层次的工作责任

for wider experience 为获得更多工作经验

due to close-down of company 由于公司倒闭

3. 描述自己的性格

A stable personality and high sense of responsibility. 个性稳重、具有高度责任感。

Bright and aggressive. 反应快、有进取心。

Mature, self-motivated and strong interpersonal skills.

思想成熟、上进心强，并具有极丰富的人际关系技巧。

Energetic and fashionable. 精力旺盛、思想新潮。

With a pleasant mature attitude. 开朗成熟。

Preparedness to work hard, ability to learn, ambition and good health.

有吃苦耐劳精神、爱学习、事业心强、身体棒。





情景范例亲体验

- Frank: Two of my employees quit and I'm busy interviewing their replacements.
- Alma: Interviewing new employees makes you lose your appetite?
- Frank: It's because it's so hard to find good people nowadays!
- Alma: That's strange. I've been hearing that most people can't find a work!
- Janice: Right! The papers are saying that the economy doesn't look good and more and more people are out of job. I read that a couple of hundred highly educated people show up for any one job opening.
- Alma: Frank, is it that there are people who get nervous during an interview that they are unable to speak?
- Frank: Well, it varies. Some are fresh university graduates, some are housewives going back to work and middle age men who have been working for a couple of years.
- Alma: I'm sure that there are pretty arrogant people around.
- Frank: Naturally. Some people submit pretty flashy resumes; but then once they are asked questions on their supposed field of expertise, they get caught up in their own lies because they don't have the correct answers.
- Alma: What are the qualities do your ideal person need to have?
- Frank: A good salesperson should have three important qualities; quick reaction, high efficiency, and enthusiastic service attitude.
- Alma: All these things are making my head spin. The person should be 'Mr. Perfect'. No wonder you're having such a hard time looking for people.
- 弗兰克: 有两位职员离职,我忙着面试新人呢。
- 阿尔玛: 面试新人会让你食之无味?
- 弗兰克: 因为现在是人才难求啊!
- 阿尔玛: 这就奇怪了,我倒老听到许多人说找不到工作呢!
- 珍妮丝: 对啊!报纸上说经济不景气,没有工作的人越来越多,随便一个工作都有几百位高学历的应征者啊!
- 阿尔玛: 是不是有些人面试时紧张得说不出话来?
- 弗兰克: 不一定,有刚毕业的大学生,也有想二度就业的家庭妇女,还有工作了好几年的中年男子。
- 阿尔玛: 那一定有一些非常自大的人吧!
- 弗兰克: 当然,有些人的简历写得洋洋洒洒,但一问专业方面的问题,却一问三不知、漏洞百出。
- 阿尔玛: 那么最让你欣赏的人才应该具备哪些特质呢?
- 弗兰克: 优秀的业务人才应该要有三大特质:反应快、效率高、服务热诚。
- 阿尔玛: 我听得头都昏了,那可真是“完人”了!难怪你大叹人才难寻。



单词短语要记牢

advanced worker	先进工作者	be promoted to	被提升为
be proposed as	被提名为; 被推荐为	behave	表现
breakthrough	惊人的进展, 关键问题的解决	break the record	打破记录
business background	工作经历	excellent League member	优秀团员
excellent leader	优秀干部	student council	学生会





情景3 得体的求职信

不用赘言，大家都知道，写求职信的最终目的在于获得职位。不过，现在的公司老板很少是看信不看人雇用求职者。一封求职信无论多么文辞并茂、令人心动，公司人事主管没有见到这个人的外表是不会给予工作机会的。因此，求职信的真实目的在于获得面谈的机会。



常用句型要知道

1. 说明应聘职位

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，使我能充分发挥自己的进取精神及创造能力。

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。

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。

2. 说明教育程度

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。

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. 结尾

希望并请求未来的雇主给予面谈的机会，因此信中要表明可以面谈的时间。成功的求职信绝不是虎头蛇尾的，结尾一定要引起重视。参考例句：

I should be glad to have a personal interview and can furnish references if desired.

如获面试，则感幸甚。如需保证人，本人也可提出。

I request an interview, and assure you that if appointed, I will do my best to give you satisfaction.

恳请惠予面试之荣。如蒙录用，本人必竭尽所能，为贵公司服务，以不负厚望。

If you desire an interview, I shall be most happy to call in person, on any day and at any time you may appoint.

如贵公司有意面试，本人一定遵照所指定的时日，前往拜访。





情景范例亲体验

The respect leadership:

Thank you for reading my cover letter during your busy work. I am a senior of Liao Ning Institute of Technology, English Department, majoring in the tendency of linguistics and literature. Owing to be born in the educational family, I own the good quality, and eager to engage in the education career.

Four-year professional learning during the college has laid a solid foundation of English knowledge and relevant theories. In the meantime, I have good achievements of language study and especially with the Extensive Listening, Extensive Oral English and Japanese. I am confident that the courses studied in the college, such as the Integrated English Advanced Writing, advanced English, Oral Translation, English & American Literature, etc. Contribute effectively to my future work in the field of education

I passed the TEM 4 successfully. In addition, I am quite skillful in computer operation, such as WORD、EXCEL and so on. In addition, I am a leader in department, and do well in any tasks that my teachers' orders. I took active part in the school sports meeting and got great achievements.

During my study, I am not only accumulating knowledge, but also putting the knowledge into application. I have participated in lots of practice in my spare time and vocation. Sometimes to be a tutor, sometimes to be a tourist guide. Therefore, I own numerous experiences.

Soon I will be graduated from school

and I am looking for a suitable field in which will make development all the time. The only principle for me to choose job is that I can make good use of my potential, I believe that I am the best candidate.

Looking forward to hearing from you soon and best regards.

Your sincere,
Wang Shuang

尊敬的校领导:

您好!感谢您百忙之中阅读我的自荐信。我是辽宁工学院英语学院英语语言文学专业的大四学生。由于出身教育家庭,我从小就受到了良好的家庭教育,对于教育事业充满了热情。

大学四年的专业学习为我的英语知识及相关理论打下了良好的基础。我在语言学习上取得了优秀的成绩,在精读、口语和日语这几门功课尤其突出。我坚信自己在高级英语写作、高级英语、口译、英美文学这些功课中学到的东西会充分运用到今后教育工作中。

我通过了英语专业四级,并且能够熟练运用word, excel等办公软件。我在院系活动中起到带头作用,优秀地完成了许多老师安排的任务。我积极参加学校运动会,取得了优异的成绩。

在学习过程中,我不只注重知识积累,也将所学知识运用到实践当中。在业余时间,我参加了许多社会实践,譬如做家教、当导游等,因此我拥有丰富的社会经历。

很快我就将从学校毕业,我正在寻找一个适合自己未来发展的工作领域。我选择工作的唯一准则就是能够最大程度的发挥我的潜力。我相信自己是最适合这份工作的!

期望能够早日得到答复。

王爽



单词短语要记牢

work background	工作背景	educational Background	教育背景
qualifications	资格(证书)	cover Letter	说明信
strengths	优点	weaknesses	缺点
resume	简历		





情景4 个人信息

个人信息，亦即个人资料，是一个应征者的基本信息，虽然是一些很简单的问题，但正是根据这些信息，主考官可以初步断定应试者是否符合他们的要求。职场应聘中真实且完整的个人信息介绍有助于用人单位更好地评估个人的价值。



常用句型要知道

1. 基本句型

What is your name, please?

请问，你叫什么名字？

I was born on June 22, 1980.

我生于1980年6月22日。

Where is your native place?

你的籍贯是哪里？

Where do you live now?

你现在住哪里？

I live at 606 Zhongguancun Road, Apt 802, Beijing.

我住在北京中关村大街606号，802单元。

Can you tell me something about your family?

能介绍一下你的家庭情况吗？

Are you married?

你结婚了吗？

I have been married for two years.

我结婚两年了。

2. 教育程度

educational history 学历

curriculum 课程

major 主修

minor 副修

educational highlights 课程重点部分

curriculum included 课程包括

courses taken 所学课程

special training 特别训练

social practice 社会实践





情景范例亲体验

- Lili: What is your name, please?
 Sun: My name is Sun lin.
 Lili: Then tell me your birthplace.
 Sun: My birthplace is Nanjing.
 Lili: Ok, I know you are not a resident of Beijing. Where is your domicile place then?
 Sun: My domicile place is Nanjing, too.
 Lili: Do you speak a foreign language?
 Sun: I studied French in college and enjoyed it. I'd like to get some language tapes and increase my fluency.
 Lili: How large is your family?
 Sun: There are four of us including my parents, a younger sister and me.
 Lili: How much time do you spend with your family?
 Sun: My family is important to me, they are an inspiration. I have a responsibility to my job as well as to my family, I like to be there for them when they need me, but they also understand and accept the commitment I have made to my work. So I spend my time accordingly.
- 莉莉: 请问, 你叫什么名字?
 孙林: 我叫孙林。
 莉莉: 你的出生地是?
 孙林: 我的出生地是南京。
 莉莉: 好的, 我知道你不是北京人。那你的原籍是哪里?
 孙林: 我的原籍也是南京。
 莉莉: 你会讲外语吗?
 孙林: 我大学的时候学习过法语, 并且非常喜欢这门语言。我希望可以通过一个语言学习磁带来加强(对这门语言的)熟练程度。
 莉莉: 你的家庭成员多吗?
 孙林: 我家有四口人, 包括我的父母、我妹妹和我。
 莉莉: 你和家人相处的时间有多少?
 孙林: 我的家庭对我很重要, 他们是一种鼓舞我的力量。我对自己的工作以及家人都负有责任, 当家人需要我的时候我希望自己能够在他们身边, 不过他们也理解我对于工作也有承诺。所以, 我会按需分配我的时间。



单词短语要记牢

alias	别名	pen name	笔名
sex/gender	性别	male	男
female	女	birth date	出生日期
birth place	出生地点	native place	籍贯
permanent address	永久地址	postal code	邮政编码
marital status	婚姻状况	married	已婚
single/unmarried	未婚	domicile	住处





情景5 工作经验

招聘方往往希望知道应聘者的工作性质是否和招聘的职位有关，或者应聘者从以往的工作中吸取到了哪些有用的经验。即便过去的工作和现在应聘的职位无关，也不能说是什么都没学到，因为每份工作都有它的可取之处。有时也许由于种种原因，雇员跳槽比较多，但这不一定是坏事，所以如果自己是属于这种情况，可以向雇主说明干过多种工作使自己经验丰富，能为雇主更好的服务。



常用句型要知道

1. I am responsible for product distribution. 我负责产品销售。
2. I have 4 years' experience in staff management. 我有四年管理员工的经验。
3. I have experience as a receptionist. 我做过接待员。
4. I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support.
我干了五年的电脑程序员。具体地说，我做系统分析、解决问题以及软件供应方面的支持。
5. With my strong academic background, I am capable and competent.
凭借我良好的学术背景，我可以胜任工作，而且我认为自己很有竞争力。
6. With my teaching experience, I am confident that I can relate to students very well.
依我的教学经验，我相信能与学生相处得很好。
7. I have finished three new projects, and I am sure I can apply my experience to this position.
我已经完成三个新项目，我相信我能将所学经验用在这份工作上。
8. My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful.
我在研究所的训练，加上实习工作，使我适合这份工作。我相信我能成功。
9. The trait is needed in my current (or previous) position and I know I can handle it well.
这种特点就是我目前（先前）工作所需要的，我知道我能应付自如。
10. I worked as a tutor after school. 放学后我就去做家教。
11. I have been an assistant to the general manager. 我做过总经理助理。
12. I have been a production manager. 我做过生产经理。
13. I have been a customer service coordinator. 我做过顾客服务协调员。
14. I have spent the last 3 years working specially in this field. I think I can bring a lot of experience and knowledge with me.
我在这个领域内干过3年，我想我能将这些知识与经验带给贵公司。



15. My favorite aspect of being a recruiter is the feeling of accomplishment you get when you know you've made a good match.

作为一个招聘者我最喜欢的一点就是，当你招聘到最佳的人选时那种成功的感受。

16. Your organization could benefit from my analytical and interpersonal skills.

我的分析能力和与人相处的技巧，对贵单位必有价值。



情景范例亲体验

Watt: Do you have any sales experience?

瓦特: 你有销售经验吗?

Ann: Yes, I worked in a fashion shop as a part-time salesgirl.

安娜: 有, 我曾在一家时装店做兼职导购。

Watt: What kind of work are you doing now?

瓦特: 你正在做什么工作?

Ann: I'm working as an export sales staff member for a foreign trading company.

安娜: 现在我在一家外国贸易公司做出口物资销售人员。

Watt: Where are you working?

瓦特: 你在哪里工作?

Ann: I work at Lianfu Foreign Trade Company, Ltd.

安娜: 连福外资贸易有限公司。

Watt: How long have you been working there?

瓦特: 你在那里工作多久了?

Ann: I have been working there since I left my previous employer in 1996.

安娜: 从1996年我离开上一家雇主之后一直在那里工作

Watt: How many employers have you worked for?

瓦特: 你为几个雇主工作过? (你换过几个工作了)

Ann: Three.

安娜: 三个。

Watt: What work were you responsible for at your previous work unit?

瓦特: 你在以前工作的部门具体负责什么工作?

Ann: I was responsible for advertising design.

安娜: 负责广告设计。



单词短语要记牢

achievements 工作成就, 业绩
adept in 善于
advanced worker 先进工作者
appointed 被任命的
authorized 委任的; 核准的
be proposed as 被提名为; 被推荐为

adapted to 适应于
administer 管理
analyze 分析
assist 辅助
be promoted to 被提升为

