



Practical English for Job Hunting

求职英语

主编：张洪颖 冯媛媛 王成霞

编著：袁俊娥 班莹 赵燕婷

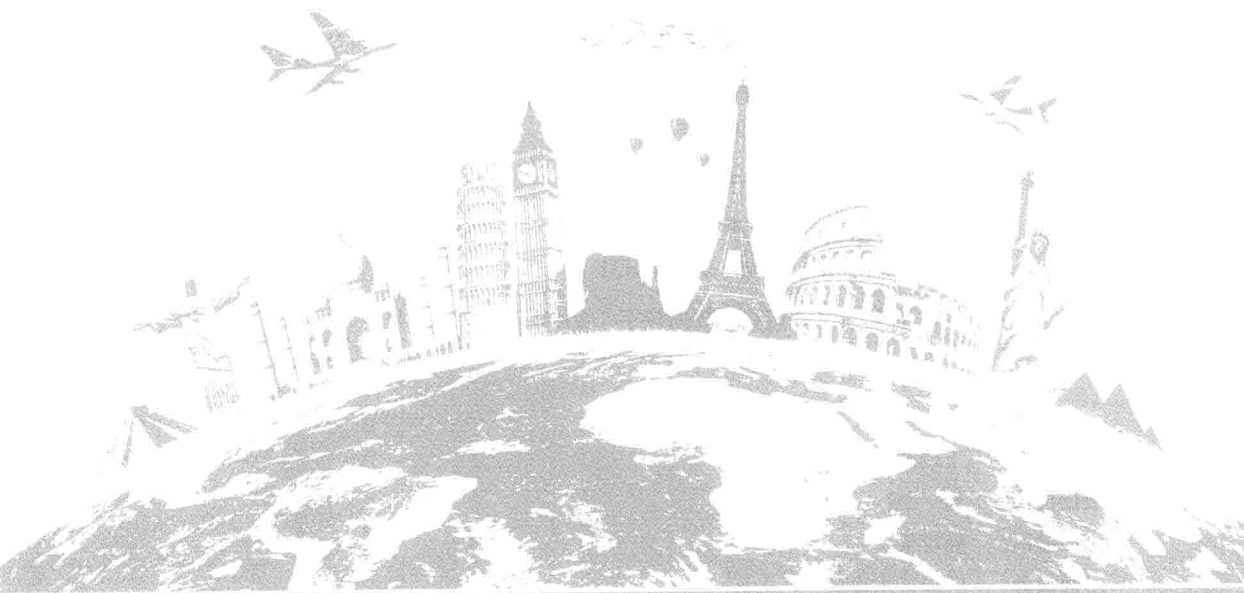
王英伟 程前 王乐鹏

王瑞生

审读：[美]Jordan Meyers



世界知识出版社



Practical English for Job Hunting

求职英语

主编：张洪颖 冯媛媛 王成霞
编著：袁俊娥 班莹 赵燕婷
王英伟 程前 王乐鹏
王瑞生

审读：[美]Jordan Meyers



世界知识出版社

288520110

图书在版编目 (CIP) 数据

求职英语 / 张洪颖, 冯媛媛, 王成霞主编; 袁俊娥等编著. —北京: 世界知识出版社, 2013.7

ISBN 978-7-5012-4517-8

I. ①求… II. ①张… ②冯… ③王… ④袁… III. ①职业选择—英语—高等学校—教材 IV. ①H31

中国版本图书馆CIP数据核字 (2013) 第179313号

责任编辑
责任出版
责任校对
封面设计

王瑞晴 蔡金娣
刘 喆
陈可望
向尚艺术设计

书 名

求职英语
Qiuzhi Yingyu

作 者

张洪颖 冯媛媛 王成霞 主编
袁俊娥等 编著

出版发行
地址邮编
网 址
电 话
经 销
内文排版
印 刷
开本印张
字 数
版次印次
标准书号
定 价

世界知识出版社
北京市东城区干面胡同51号 (100010)
www.wap1934.com
010-65265923 (发行) 010-85119023 (邮购)
新华书店
北京世知文化创意有限公司
大恒数码印刷 (北京) 有限公司
720 × 1020 毫米 1/16 16¼ 印张
301 千字
2014年9月第一版 2014年9月第一次印刷
ISBN 978-7-5012-4517-8
32.00 元

版权所有 侵权必究

前 言

面对日益严峻的大学生就业形势，为求职做好充分的准备非常重要，也是迈向成功，走上社会的第一步。

随着近年来越来越多的中国企业走向市场国际化、业务国际化和资本国际化，人才国际化的需求也变得日益迫切。而一个国际化的企业，招聘人才的第一步就应该是一份英文的简历和求职信，还有就是要经过英文面试。这是最基本的要求，也是最重要的一步，是进入理想的企业的敲门砖。

为满足毕业生的上述需求，北京联合大学应用科技学院的教师们根据自身多年的工作经验，特别为毕业生编写了此书。本书主要针对八大热门专业。经过调研，我们选出每个专业对应的几个热门岗位。针对各个岗位，编写了应聘该岗位的英文简历、求职信及面试问答。其中面试问答部分，我们经过大量的市场调研和文献查阅，编选了一些面试中出现频率较高的问题及精彩的英文回答。

本书注重实用性。无论是大学毕业求职，还是工作过程中去应聘更理想的工作岗位，本书都能给您提供强有力的帮助。另外，本书还可作为学校开设的求职英语课的教材。

本书分八个单元，每个单元有三个部分。第一部分是面试对话，第二部分是简历和求职信，第三部分是练习。除此之外，每单元还附有该单元所对应专业的课程名称英文翻译、所涉及各种认证的英文翻译、相关职位的英文翻译，以及各种学位的英文翻译，还列出了进行自我评价和介绍工作经验时可能用到的一些英文词汇。正文之后，还附有中文译文和练习答案。

目 录

Chapter 1 Computer Science Major	1
Part I Dialogues.....	1
Part II Writing	6
Part III Exercises	10
附：该专业求职面试常用词汇及短语.....	14
Chapter 2 Computer Network Major	19
Part I Dialogues.....	19
Part II Writing	25
Part III Exercises	30
附：该专业求职面试常用词汇及短语.....	33
Chapter 3 Marketing Major.....	36
Part I Dialogues.....	36
Part II Writing	43
Part III Exercises	47
附：该专业求职面试常用词汇及短语.....	51
Chapter 4 Finance Major	55
Part I Dialogues.....	55
Part II Writing	59
Part III Exercises	64
附：该专业求职面试常用词汇及短语.....	67



Chapter 5 Tourism Major	72
Part I Dialogues.....	72
Part II Writing	78
Part III Exercises	83
附：专业求职面试常用词汇及短语	86
Chapter 6 Accounting Major	91
Part I Dialogues.....	91
Part II Writing	96
Part III Exercises	100
附：专业求职面试常用词汇及短语	104
Chapter 7 Insurance Major	110
Part I Dialogues.....	110
Part II Writing	115
Part III Exercises	119
附：专业求职面试常用词汇及短语	122
Chapter 8 Exhibition Planning Major	129
Part I Dialogues.....	129
Part II Writing	137
Part III Exercises	146
附：专业求职面试常用词汇及短语	150

1-8 章课文翻译

Chapter 1	154
第一部分 对话.....	154
第二部分 写作.....	158

Chapter 2	162
第一部分 对话	162
第二部分 写作	167
Chapter 3	171
第一部分 对话	171
第二部分 写作	176
Chapter 4	180
第一部分 对话	180
第二部分 写作	183
Chapter 5	188
第一部分 对话	188
第二部分 写作	192
Chapter 6	196
第一部分 对话	196
第二部分 写作	200
Chapter 7	204
第一部分 对话	204
第二部分 写作	208
Chapter 8	212
第一部分 对话	212
第二部分 写作	217



1-8章课后练习参考答案

Chapter 1	225
Chapter 2	229
Chapter 3	233
Chapter 4	237
Chapter 5	241
Chapter 6	245
Chapter 7	249
Chapter 8	253



Chapter 1 Computer Science Major

Part I Dialogues

Dialogue 1

Jack Wilson, the head of a Human Resources is interviewing a candidate named Toby Chang, who is applying to be a Software Developer.

Jack: Hi, Toby. My name is Jack Wilson, and I'm the head of Human Resources here.

Toby: Hello, Mr. Wilson, thank you for taking the time to see me.

Jack: Sure. I see on your resume that you've done something with computers. Can you tell me a little bit about your experience?

Toby: Well, as you can see on my resume, right now I'm still a student and haven't started working yet. However, I did intern at ABC Company last summer at ABC, I was trained in the department of Software Development, where I learned how to develop software. I did very well throughout my internship, and I think my internship lends me good experience for the position of Software Developer.

Jack: What aspects of your education have prepared you for this job?

Toby: My major is Computer Science. All my core courses were related to the IT field, such as programming languages, including Java, VB, C and C++.etc, database, system testing, .net framework, and so on. I think the knowledge and skills I obtained in school are very relevant this job.

Jack: What course did you like best?

Toby: Since I am particularly interested in software development, I like the course Software Design and Architectures best. I think I am talented at creating and developing new software.



- Jack:** Good! Do you have any goals for your career, Toby?
- Toby:** Goals? What exactly do you mean?
- Jack:** Well, what do you want to be doing in five years?
- Toby:** It would be too early for me to predict. For me, it is important to have hands-on experience and learn on the job.
- Jack:** And what do you think about overtime work?
- Toby:** No problem. If the company is busy, I can be of help. I'd be happy to work overtime. What are the normal working hours?
- Jack:** 9a.m. to 5:30p.m., with one Saturday per month. What are your outside interests, Toby?
- Toby:** Oh! I like the outside very much.
- Jack:** No, no, no. I mean what interests do you have outside of work — your hobbies; that sort of thing.
- Toby:** Oh, yes. I have a wide range of interests. I love sports, especially football. I also enjoy mountain climbing with friends on weekends. However, sometimes when I feel stressed, I like to listen to music and relax.
- Jack:** And how would you describe yourself, Toby? What kind of person are you?
- Toby:** Well, I think I am easygoing. I enjoy working and talking with people and I'm a responsible person. Moreover, I am quick to understand and learn things.
- Jack:** What are your greatest strengths and weaknesses?
- Toby:** My greatest strength is that I work well with others, and my greatest weakness is that I tend to work myself too hard.
- Jack:** Well, Toby, I'm very impressed with your answers. You may ask questions about us, if you have any.
- Toby:** Sure. I would like to know the duties of this position.
- Jack:** The position calls for a person with computer-related knowledge and someone familiar with C programming language, .net framework, HTML, JavaScript and SQL database. Any other questions?
- Toby:** No. Thank you, Mr. Wilson.
- Jack:** All right. Well, I think that will do for now. Thank you for coming in.



- Toby:** Is there anything I should do now?
- Jack:** No, not now. Just wait for us to contact you.
- Toby:** Will it be soon?
- Jack:** In about four to five days, I think.
- Toby:** All right. I'll wait to hear from you. Thank you for seeing me today. I appreciate the opportunity, Mr. Wilson.

Dialogue 2

Jack Wilson, the head of Human Resources is interviewing a candidate named Laura Chen, who is applying for the position of Computer Programmer.

- Jack:** Miss Chen? Won't you come in, please?
- Laura:** Thank you.
- Jack:** My name is Jack Wilson. I'm the head of Human Resources. Take a seat, please.
- Laura:** Thanks.
- Jack:** So, Miss Chen, tell me about your education history.
- Laura:** I studied Computer Science at Nanjing University, where I earned a B. S. degree.
- Jack:** Would you mind telling me what kind of grades you had?
- Laura:** Of course not. I had an A-average.
- Jack:** What specialized courses did you take?
- Laura:** The specialized courses I completed include computer science, system design and analysis, operation systems, system arrangement, PASCAL programming, COBOL programming and D-BASE programming.
- Jack:** What do you think about the recent development in computers, Miss Chen?
- Laura:** I think revolution in the computer industry is inevitable because developments in hardware are advancing very quickly. But to turn the computer into a machine that can be easily manipulated, much more complex software is needed than is available now. As a result, more



computer programmers are needed.

Jack: We have a vacancy for a computer programmer, working weekdays from 9:00 a.m. to 3:00 p.m. with half an hour lunch break. What programming language do you have a knowledge of?

Laura: I'm proficient in the programming language Java, and have a good command of JAVASCRIPT. I am familiar with the technologies such as HTML, DIV+CSS, XML and ajax. May I know what specific jobs I'll have to do if you employ me as a computer programmer?

Jack: Well, you'll have to enter into the computer our daily sales volume and profit margins and analyze them. Are you interested in this work?

Laura: Yes, very much.

Jack: So how long would you stay with us if we hire you?

Laura: I will stay here as long as my position here allows me to learn and to advance at a pace with my abilities.

Jack: Well, you can probably expect a call from us within the next five days, ok? Thank you again for coming by.

Laura: Thank you, Mr. Wilson. Is there any more information I can provide?

Jack: No, I think we have all we need.

Laura: Well, I'll be looking forward to hearing from you, Mr. Wilson. I'm very interested in this position, and believe I am very suitable for the job.

Jack: Fine, we'll be in touch.

Dialogue 3

Jack Wilson, the head of Human Resources is interviewing a candidate named Mike Wang, who is applying for the position of Software Engineer.

Mike: Good afternoon, sir.

Jack: Good afternoon. Please sit down .

Mike: Thank you.

Jack: You are Mr. Mike Wang, aren't you? I am Jack Wilson.

Mike: Yes. Nice to meet you, Mr. Wilson.



Jack: Now please tell me something about yourself, Mr. Wang.

Mike: As you can see from my resume, I graduated from Beijing Union University, majoring in Computer Sciences. I am a hardworking person; normally I won't stop working until I complete my task. I love IT sector, and I am keen to update myself with the latest technologies.

Jack: Why did you choose us?

Mike: Your company is a famous one in the industry and boasts a high reputation. I hope to choose your company to begin my career. I can learn new things here; in the meantime, I strongly believe I can make my own contributions to your company.

Jack: Why should we hire you?

Mike: I am equipped with the latest knowledge of IT. My college not only provided me with quality professional training, but also taught me how to keep pace with the fast-changing technologies of the world. In addition, I have participated in some related internships and part-time jobs, so I believe I can do the job.

Jack: What is normalization?

Mike: Normalization is to normalize the data in a table to remove any redundancy and make the data more manageable.

Jack: What is your favorite data structure?

Mike: Data structures are tools to get the job done, and I don't really have a favorite.

Jack: Would you describe yourself as extroverted or more introverted?

Mike: I think I am quite outgoing. I like cooperating with others, and getting the job done by working with others.

Jack: How do you stay organized when busy?

Mike: I rely upon lists. I keep traditional paper lists and utilize organizational tools available with technology.

Jack: Good. I think you'd like to know about the pay. The starting salary is RMB 2,000 per month, and a raise is given after six months according to your ability. We provide benefits too such as an annual bonus, three-week paid vacation a year, and health insurance. Are these satisfactory?



- Mike:** Yes, these are quite satisfactory.
- Jack:** Do you have any questions about the job?
- Mike:** I was told that some of your Chinese employees are sent to the United States to attend the training program provided by the head office. I'd like to know how you choose employees to attend the program.
- Jack:** Almost all Chinese employees are eligible to attend the training course, but as the number of trainees at one time is limited, we select them on their merits. Are you really interested?
- Mike:** Sure. I'll do my best if I am employed by this company.
- Jack:** It has been pleasant talking with you, Mr. Wang. We'll notify you of our final decision within one week.
- Mike:** Thank you, Mr. Wilson, for your interview with me. I hope to see you again.
- Jack:** Good-bye.

Part II Writing

Sample 1

RESUME

ZHAO ZILONG

97 North 4th Ring Road East, Chao Yang District, Beijing 100101

Tel: 18612345678

Email: Zhaozl@sohu.com

OBJECTIVE

To obtain a position in the field of computer engineering utilizing my diverse technical skill set.

EDUCATION

- Bachelor of Science in Computer Science, Beijing Institute of Technology, July



2012

- Associate Diploma in Software Engineering, Beijing Union University, July 2010

RELEVANT COURSEWORK

Introduction to Computer Science (Java), Computer System I/II, Programming Language, UNIX and C, Fundamentals of Networking, Artificial Intelligence, Data Structures, Relational Databases, Operating Systems, Introduction to Web Development and Software Engineering

TECHNICAL SKILLS

- Languages: C, C++, Java, .NET, JavaScript, HTML, ASP
- Databases: MySQL, Oracle, Access
- Operating System: UNIX, Linux, Windows
- Design: UML
- Have sound knowledge in networking protocols and device programming
- Have experience in working with C and C++ compiler programming

STRENGTHS

- Excellent communication skills to articulate thoughts precisely and clearly
- Strong problem solving and analytic abilities
- Good team player and have excellent people skills to coordinate and work within a team

INTERNSHIP EXPERIENCE AND PART-TIME JOBS:

- Software Engineering—worked as Design Team Leader and member of programming group for a semester-long project involving the development of software for implementation within the school training base.
- Software Developer—ABC Company, worked with a small team of developers to brainstorm and implement ideas for shipping/receiving software representing cutting-edge concepts within the transportation industry; planned and initiated redesign of existing standalone applications, utilizing object-oriented design/programming and Java in creating thin-client GUI for new distributed system.



- System Analyst—XYZ Inc, Beijing, analyzed the requirements of customers by visiting their place and prepared the requirement specification in detail. My communication skills were excellent which helped in presenting and communicating my views in precise and clear ways to clients and hence could get satisfied customers for the organization. I also analyzed the technical requirements and details required for developing the system and proposed solutions for implementing the same.

* References and additional information will gladly be provided upon request.

Sample 2

Application Letter for Software Developer Position

May 27, 2012

Dear Mr. Smith,

I am very interested in working with a dynamic, growth-oriented company such as XYZ Corporation. While conducting research on leading companies in the software development industry, your company's name kept coming up again and again in numerous magazine articles praising the wonderful work you are doing in developing computer-based educational tools for children.

I believe I could make a significant contribution to your organization by utilizing my educational background as a software developer to help your company create the next generation of computer-based tools to educate children.

My résumé is enclosed. I would appreciate the opportunity to discuss my software ideas with you in greater detail and will telephone you early next week to inquire about the possibility of an interview.

Thank you for your time and consideration.

Sincerely,
Toby Chang



Sample 3

Application Letter for Computer Programmer Position

June 22, 2012

Dear Mr. Wilson,

I am writing to you to apply for an entry-level computer programmer position in your IT Department. I have just completed my studies at Beijing Union University where I earned a B.S. in Computer Science, graduating with honors.

I earned a summer placement last year at ABC Software Inc., where I supported the technical team. My duties included the implementation of new software packages and assisted with the upgrade of the network. I also supported the helpdesk answering technical calls and making minor repairs to the computer systems.

I am proficient in C, C++, Java and HTML, and am eager to have a full-time job where I can obtain further knowledge and experience.

I am highly motivated and enthusiastic, hardworking, with excellent attention to detail. I am enclosing my resume for your consideration and would appreciate it if we could arrange a mutually convenient time to meet to discuss this opportunity further.

Thank you in advance for your time. I look forward to meeting you soon.

Yours sincerely,

Laura Chen

Sample 4

Application Letter for Software Engineer Position

June 26, 2012

Dear Mr. Wilson,

I am writing to apply for the Software Engineer position advertised in the Joblist Magazine. As requested, I am enclosing a complete job application, my resume, and my certification.