

# 求职英语 一日通

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### 超实用求职英语备战手册

想要人人称羡的好职位吗？向往进入外资公司或任职海外吗？  
本书囊括英语面试致胜关键，突破国籍障碍，用英文求职易如反掌。  
掌握英语求职诀窍，为你的专业能力加分，自信展现大将之风。

Thomas R. Pellegrine 著

张中倩 译



科学出版社

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# 求职英语

Job  
Hunting

# 一日通



Thomas R. Pellegrine 著  
张中倩 译

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## 求职英语一日通 找好工作真轻松

### ... 让英语带您通往全世界 ...

在世界迈向地球村之际，拓展商务，开发财源，迈向国际是必然的趋势。而正因如此，大大小小的公司在招聘人才的条件上无不要求具备一定的英语能力，以适应职场上激烈的竞争。现代的求职者若不懂英语，不但缺乏竞争力，还会随时面临遭受淘汰的危机。

在社会各界的推动之下，学习英语已成为全民运动。除了学生外，多数上班族也会利用闲暇时间进修英语。毕竟，英语能力除了能为个人在职场上加值，更常常是晋升高级职位、进入外资公司和派驻海外的必要条件。因此，英语的学习绝对不能满足于对英语的基本了解。若想追求优质的生活，在事业上更上一层楼，英语的听、说、读、写能力势必要不断提升。

在竞争激烈的社会上，常常是数十人争取一个职位。即便只是一般公司，有时也会以英语面试来筛选应聘者。中国人对于英语面试的经验较为生疏，即使英语能力很强，往往因不懂面试技巧而与优质工作擦身而过。本书针对此点，特聘专业美语作家，根据其纵横商场多年所积累的丰富经验，撰写所有与求职相关的题材，指导求职者应该注意的方面：自我介绍、服装仪容、面试禁忌、求职方式、简历写法……让求职者能在求职前做好充分准备，轻松找到高薪职位。

本书共有 16 章，详尽涵盖了求职范围的主题，每课先针对各课主题作出重点说明，接着有 2~3 段的实境主题对话，让

读者能在平时自行模拟面试情形，彻底掌握面试技巧。另附有专业美籍录音员录制的学习CD，发音纯正，语调自然，与本书搭配使用，让读者习惯英语说话的语调、速度，学习正确发音，使面试过程更加顺利。

本书提供给您的求职必胜技巧包括：

- ① **专业内容，突破英语面试难关** 让曾担任高级主管的作者告诉你，什么样的行为会让你惨遭淘汰，什么样的技巧能让您化劣势为优势。
- ② **实战教学，成果加倍** 附多篇简历及求职信范例，让您清楚明白撰写的方向，轻松写出漂亮出色的简历及应聘函。
- ③ **累积实力，平日开始** 丰富的面试会话模拟，平常即可不断演练面试实景，彻底掌握可能面临的问题，让您面试不紧张，应对进退从容自在。

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本书以在美求职为模拟背景，让您实地了解真正的英语求职的方式，高标准的对话技巧；撷取实战经验，轻松过关斩将。活用本书，除了可帮助您顺利进入外资公司、任职海外之外，更可以展现您专业的形象，使您成为各大企业竞相争取的人才。

任何时候，都是您的好时机！只要掌握好本书提到的面试技巧，反复练习会话内容，您绝对可成为职场上的大腕，轻松找到好职位。

编者 谨识

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## Chapter 1

# Your Reputation 你的名声







Disk 1-2

## Your Reputation

### 你的名声

As Chinese looking for work in America, you'll find there are both advantages and disadvantages connected with where you're from. Before you ever walk in the door, or make an appointment for an interview over the phone, the Director of Personnel has already formed an opinion about you. Right or wrong it's based on his or her prior experience with Chinese, or if you're the first, then he or she has the **stereotypical** picture many Americans share.

身为一个中国人，在美国找工作时，你会发现国籍所带来的好处和坏处。在你走进求职公司的大门，或和对方以电话安排面谈之前，人事主管早已对你有了一定的看法。这些看法的正确与否，要依据他之前和中国人打交道的经历来判断。如果你是他认识的第一个中国人，那么他对你的看法则是中国人给许多美国人留下的刻板印象。

I, like every American, know it's against the law to allow someone's place of origin to have any effect on hiring him or her. As far as the man or woman interviewing you goes, you can be sure they're even more aware of the laws on **discrimination**. That is, after all, how they make their living, advising executives

on employment law. I've worked closely with several personnel directors and their knowledge of the law is almost as good as a lawyer specializing in the field. But let's be realistic. As a specialist working for the employer, it's their job to save the company time and money. The **prospective** employer will spend a lot of money on whoever is chosen to fill the position, that's no secret. They will, however, also spend quite a bit of money interviewing and choosing the right man or woman for the job. So the **culling** process starts with the responses to the ad.

和每个美国人一样，我知道根据人的国籍来决定是否聘用某人是违法的。你可以很确定，那个面试你的男士或女士心里很了解与歧视相关的法令。毕竟，他们的专业就是提供主管与雇用法相关的建议。我和许多人事主管共事多年，他们的法律知识几乎与专业律师一样，但我们必须实际一点。身为老板的人事专员的工作就是要为公司节省时间和金钱。无疑，未来老板会花大钱聘请他所筛选出来填补职缺的人。但他们也会花很多钱来面试、遴选适当的人，去填补公司的职缺，而筛选过程则从应征者回应求职广告那刻起就开始了。

The cost of hiring a new employee is **staggering**, but most people aren't aware of it. There's the cost of writing the ad, then sending it to the papers to be published, as well as notifying the employment agencies. There is the cost of hav-



ing someone open, read, sort the replies, and respond. Then there's carefully reading the qualified and nearly qualified responses to decide which ones you want to talk to. This is a simplified version of the process, but I think you're getting the idea. An employer spends several hundred, perhaps thousands of dollars before ever holding an interview.

雇用新进人员的成本非常高,但许多人不知道这一点。这些成本包括撰写、登录广告及通知职业中介的费用。另外还有一些成本,包括找人来接收、阅读、整理及回复求职信件的费用。接下来还需有人仔细阅读那些符合资格者的资料,通知哪些人面试。以上所描述的只是简化的过程,但我想你应该稍微有些概念了。雇主在开始面试前,可能得先花上数百或数千元美金。

Then there's the costs attached to the interview process. Remember, for an executive position, the **candidates** have to be interviewed by someone who knows the job. That means an executive, or a committee made up of executives, and their time is very valuable. There's the funds actually spent on the successful candidate. These include more than the salary the successful candidate earns during the **probationary** period and as the learning process proceeds. Aside from that, there's the cost of training, insurance and employers' **contributions** to taxes.

之后的面试过程也需要花钱。别忘了,如果公司要征求主管人员,那么就需要一个了解这工作的人参与面

试才行。也就是说，这样的面试过程需要一个主管人员或由高级主管组成的遴选委员会，而他们的时间是很珍贵的。此外，公司必须拨出预算花在录取人员身上，这些花费不只包括他们试用期、学习期的薪水，还有他们在训练、保险、劳保、税务方面的花费。

Then you have to add the cost of signup, training and reduced productivity while the new employee learns his or her way around the new workplace, and you're talking real money, big bucks as the saying goes. All these costs are the same whether or not the employee works out, and stays. The cost of a new hire is significant and the company wants to get it right the first time. So you've got to get it right the first time.

接下来还要考虑到培训新人的成本，他们在学习熟悉新的办公环境的过程中生产力并不高。这样你就会了解雇用新人真的需要花费很高的成本。不管新进人员是否会留下来，这些成本都无法避免。雇用新人很花钱，所以公司当然希望一次就能雇用到合适的人。因此你第一次就要做好充分的准备。

Before we get into what you need to do, I think it's important for you to know what people will think of you, sight unseen. Knowing what people think of you before they ever lay eyes on you is an advantage in my book. Let's face it, it can't hurt.



在谈到你应该做些什么之前,我想你有必要了解人们如何看你——那些你不知道的看法。了解人们在见到你之前对你有什么想法是这本书的好处。毕竟,知道这些事情对你只有帮助,没有害处。

Not all new immigrants to America have a good reputation, but Asians in general, and the Chinese in particular, have one of the best, especially those who work in highly advanced technical fields. There are several Chinese owned and operated hardware and software companies doing business in California, and on the whole, they have a positive reputation. They are mostly known for producing a quality product at a very reasonable price. However, they are sometimes a little difficult to communicate with because of language and accent problems.

并非所有美国新移民都有很好的名声,但一般来说,亚洲人的信誉都很好,特别是中国人,其中尤以那些从事高科技产业的人的名声最佳。加州有几家中国人经营的硬件和软件公司,整体来说,他们的名声都很不错。他们的产品以品质优良、价格公道著称。但有时因为语言和口音问题,使得和他们沟通并不容易。

That's pretty much how prospective employees from Taiwan, as well as those from mainland China, are viewed. The Chinese are known for being honest and extremely hard working, as well as loyal, friendly and very eager to do well

for their employer. Speaking from my own personal experience, I always preferred candidates from Asia, because I was always pleased by their work **ethic**, and I don't remember ever being disappointed. Candidates of Asian heritage born in the U.S. were rarely as hard working or cooperative. For the most part, I viewed them exactly the same as any other native-born American.

这是大部分来自台湾和内地的中国人在雇主心目中的样子。中国人以诚实、认真工作闻名，同时也很忠诚、友善，力求将工作做好。就个人经验来说，我一向喜欢雇用亚洲人，因为我喜欢他们的职业道德，他们没有让我失望。那些亚裔美国人，工作认真的程度和配合程度则没那么高。大多时候，我视他们等同于那些土生土长的美国人。

The only possible down side to hiring non-native speakers may be their ability to communicate verbally, but that could be a problem with any ethnic group, not just native Chinese speakers. I suggest you practice speaking and listening to English as much as possible. The news isn't really all that bad. Chinese and English grammar are close enough in structure so that grammar shouldn't be a problem. Sure, they're different enough so that no one will mistake you as a native speaker, but you should be easily understandable. The accent should not be that much of a problem either. That is, if your **primary** language is **Mandarin**. I know native **Cantonese** speakers usually have a heavy accent that





many Americans find difficult to understand, but a Mandarin accent is fairly clear.

雇用非英语系国家的人,惟一可能的缺点就是他们的口语沟通能力较差,但任何种族的人都可能会有这种问题,不只是中国人。我建议大家要尽量练习说英文、听英文。这也不完全是个坏消息,中文与英文的语法结构相近,所以语法应该不是问题。当然,这两种语言还是不同,所以没有人会把你误认为是英语系国家的人,但你必须要让别人容易和你沟通。如果你的母语是普通话,口音应该不会造成太大的问题。我知道广东人的口音很重,许多美国人听不太懂他们说的话,但是带有普通话口音的英文,则相当清楚易懂。

That's basically how you'll look to prospective employers, and in my opinion, things are more positive than negative. The important thing to remember is the interview is an opportunity for you to demonstrate your English speaking and listening skills, use it.

基本上,你要有心理准备,未来雇主可能对你会有这样的看法。不过我认为,情况其实很乐观的。重要的是,你要记住面试是让你可以表现英文听、说技巧的机会,你要善用这个机会。

I realize that not every Taiwanese knows a native English speaker he or she can practice with. If you don't have a



friendly native speaker you can practice with, don't give up, all is not lost. While having a friend willing to **coach** you on your English may be the best way to go, it isn't the only way. The next best thing is to watch American TV. The only downside to learning to understand spoken English by listening to the TV, radio or the movies, is that you can't ask the speaker to repeat, but you may be able to **rewind**.

我知道不是每一个台湾人都会认识英语系国家的人来练习英文。如果你不认识这样的人可以和你一起练英文，那也千万不要因此而放弃，这不是世界末日。虽然有人可以陪你练习是学习英文的最佳方式，但却不是惟一方法。第二种学习英文的方法就是看美国电视影集。利用看电视、听收音机或看电影来学习英文，其惟一缺点是你能不能要求他们重复说话内容，但是你也许可录下来、重复倒带来学习。

If you can't do that, then you should read as much as you can every chance you get. Again, it's not the best way, but it's better than nothing. Here's a thought: do the dialogs in this book. Record them with a tape recorder and play them back to check your pronunciation. One last suggestion, keep a copy of your first effort and compare it with your latest effort to check your improvement.

如果你没办法这么做，那就应该尽量阅读。当然这不是最佳的方法，但总比什么都不做要好得多。建议你利用



本书中的对话来练习。把你的练习内容录下来，然后拨放出来，以纠正发音。最后一个建议是保留你第一次的录音，拿来和最新的录音内容作比较，看看自己进步了多少。

Another tip you might find useful is to study the idioms in this book. Many native speakers know non-native speakers find American idioms difficult. They automatically assume non-native English speakers are highly **proficient** in English when they use idioms correctly, even though they may still speak with a heavy accent. Again, there are a lot of frequently used idioms that pop up in job interviews all the time included in this book for just that purpose. To help you use and understand idioms better, you may want to get *Secret English for Job Hunting in America*. It gives a full explanation of idioms, what they really mean and how to use them. Good luck, and good hunting.

另一个可能对你有帮助的方法，就是你可以研读本书中的成语。许多英语系国家的人都知道，非英语系国家的人在学习英文的过程中，都觉得英文成语很难学。所以当听到非英语系国家的人能够正确使用成语，就算夹杂着很重的口音，他们还是会推断这些人的英文非常流利。另外，工作面试中常会出现许多成语，本书将它们收录起来。如果你想深入了解这些成语及其使用方法，那么你也许会想买另一本书，书名叫做《在美求职英语》。这本书详尽解释了所有成语，包括其意思、用法。希望你找工作的过程一帆风顺。