

6步取胜



求职英语宝典

Job Hunting English

赵丹 编著



大连理工大学出版社

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图书在版编目(CIP)数据

6步取胜:求职英语宝典/赵丹编著. —大连:大连理工大学出版社,2007.6
ISBN 978-7-5611-3609-6

I .6… II .赵… III .职业选择—英语 IV .H31

中国版本图书馆 CIP 数据核字(2007)第 074529 号

大连理工大学出版社出版

地址:大连市软件园路 80 号 邮政编码:116023

发行:0411-84708842 传真:0411-84701466 邮购:0411-84703636

E-mail:dutp@dutp.cn URL:<http://www.dutp.cn>

大连理工印刷有限公司印刷

大连理工大学出版社发行

幅面尺寸:140mm×203mm

印张:8

字数:205 千字

印数:1~6000

2007 年 6 月第 1 版

2007 年 6 月第 1 次印刷

责任编辑:张婵云

责任校对:潇 潇

封面设计:孙宝福

ISBN 978-7-5611-3609-6

定价:12.80 元

前言

Forward

I have conducted many interviews – looking for suitable talent; and I have also been interviewed many times – looking for a job. I have interviewed hundreds of candidates, and looked for jobs dozens of times. You could call me a veteran in this field.

我曾经经历过很多面试,大多时候是面试别人,招聘英才,有时是应试,找工作。在这个方面我可以说是很有经验了。

As more and more foreign companies and joint ventures start their businesses in China, interviews in these companies are happening at an accelerating rate. These companies usually have a better working environment, higher pay, and a more democratic atmosphere, attracting young talent in China. However, each time I see a candidate walking into an interview in jeans and sneakers, I feel sorry for him as his appearance may well cost him the opportunity to obtain a job. Not many people in China have realized the importance of professionalism in their appearance and behavior. The imperfection exists in all aspects of job-hunting such as Résumés, cover letters, interviews, etc.

越来越多的外国公司和合资公司在中国开展业务,在这些公司里的面试机会也在加速增长。这些公司通常工作环境好、工资高、气氛更民主一些,对年轻人很有吸引力。但是,每当我看见一个来应试的人穿着牛仔裤、旅游鞋来面试,我就有一种痛惜的感觉,因为他可能因此失去工作机会。在中国,很少有人注意到形象和举止的规范,在找工

作的各个方面都有着不完善之处,比如简历、求职信、面试等等。

This book is aimed at helping job hunters get the job of their dreams. It starts by advising how to write a Résumé and a cover letter, with examples of various excellent Résumés and corrected bad ones. The book then follows up with skills needed when being interviewed, and interview case analyses. Later, the book helps you with the skills to land jobs successfully. I sincerely believe that the book will help you greatly in your career.

这本书的目的是帮助求职者美梦成真。本书从指导怎样写简历和求职信开始,列举各种优秀简历和修改不成功简历的例子,接下来讲解面试的技巧和面试案例分析,最后培养你成功找到工作的技巧。我深信这本书会给你的事业带来巨大的帮助。

Finally, I would like to express my gratitude to Brian Zhao and Amy Zhao, for reviewing the English grammar of this book.

最后,我非常感谢赵彤和赵冰,为本书校正英语语法。

编 者

Chapter One	Writing a Résumé	
第一章	写简历 1	
Topic One	Key Elements for a Résumé	
话题一	简历的主要组成部分	3
Topic Two	Format of a Résumé	
话题二	简历的格式	13
Topic Three	Taking Good Care—Frequent Mistakes and Errors	
话题三	需要注意——易出的错误	18
Topic Four	Killer Résumé Examples	
话题四	“打人儿”简历举例	21
Topic Five	Correcting Bad Résumés	
话题五	改进不佳简历	54
Topic Six	Legal Considerations	
话题六	法律方面的考虑	79

Chapter Two	Writing a Cover Letter	
第二章	写自荐信 83	
Topic One	Whom Are You Writing to	
话题一	给谁写	85
Topic Two	What Do You Want to Tell	
话题二	你想说什么	87
Topic Three	How to Sell Yourself	
话题三	如何推销自己	89
Topic Four	Killer Cover Letter Examples	
话题四	“打人儿”自荐信举例	92
Topic Five	Correcting Bad Cover Letters	
话题五	改进不佳自荐信	105

Chapter Three	Delivery of Résumés and Cover Letters
第三章	投递简历和自荐信 127
Topic One	Looking for Job Opportunities
话题一	寻找工作机会 129
Topic Two	Delivery of Résumés to a Company
话题二	向公司投递简历 132
Topic Three	Delivery of Résumés to Academia or Research Institutes
话题三	向学术单位或研究所投递简历 133
Topic Four	Delivery of Résumés to Government
话题四	向政府机关投递简历 135
Topic Five	Answering a Newspaper Ad.
话题五	根据报纸广告投递简历 136
Topic Six	Delivery of Résumés on the Internet
话题六	在互联网上投递简历 137
Topic Seven	Use of a Head Hunter
话题七	利用猎头公司 138
Topic Eight	Delivery of Résumés in a Job Fair
话题八	在招聘会上投递简历 139

Chapter Four	Interviews
第四章	面试 141
Topic One	A Phone Call
话题一	一个电话 143
Topic Two	Preparing for a Job Interview
话题二	为面谈作准备 148

Topic Three	Company Background	
话题三	应聘公司背景	153
Topic Four	Good First Impression	
话题四	取得良好的第一印象	157
Topic Five	Company Interview	
话题五	公司面试	159
Topic Six	Job Fair Interview	
话题六	招聘会面试	165
Topic Seven	Campus Interview	
话题七	校园面试	169
Topic Eight	Academic Interview	
话题八	学术单位面试	172
Topic Nine	How to Prepare for a Presentation	
话题九	怎样为讲演做准备	175
Topic Ten	How to Deliver a Presentation	
话题十	怎样做讲演	178
Topic Eleven	What is on the Mind of an Interviewer	
话题十一	面试者通常考虑什么	181
Topic Twelve	Frequently Asked Interview Questions	
话题十二	面试常问问题	185
Topic Thirteen	Interview Case Analysis	
话题十三	面试案例分析	193
Topic Fourteen	Frequent Interview Mistakes	
话题十四	面试常见错误	217

Chapter Five**第五章**

Topic One

话题一

Topic Two

话题二

Interview Follow-Up**面试跟踪 223**

Interview Self-Assessment

怎样评估自己的面试 224

Interview Follow-Up

面试跟踪 226

Chapter Six**第六章**

Topic One

话题一

Topic Two

话题二

Topic Three

话题三

Topic Four

话题四

Topic Five

话题五

Topic Six

话题六

Negotiating and Accepting an Offer**讲价和签约 229**

Good News

好消息 231

How to Make a Choice

怎样选择 232

Negotiating an Offer

讲价 236

Salary Negotiation by a Head Hunter

猎头帮助讲价 238

Accepting an Offer

接受工作机会 239

Signing a Contract

签约 242

Chapter One

Writing a Résumé

第一章 写简历



Chapter One

Writing a Résumé

Chapter One Writing a Résumé

.....

In this Chapter, we will help you write a resume that brings you better job opportunities. This is the very first step of your career. Before you write your resume, you need to ask yourself many questions. Are you ready for job-hunting? Do you know what kind of profession you want? Do you have the skills for the line of work you are looking for? Do you just feel that you may like some kind of occupation, or you really know what you want to do? What are the goals of your career? What do you ultimately enjoy doing? All these questions need to be answered by you. In your resume, you need to show your education, experience, skills, and achievements.

在这一章,我们会帮助你写一份能带给你更好工作机会的简历,这是你事业的第一步。写简历之前,你要问自己很多问题,你准备好找工作了吗?你知道自己想做哪方面的工作吗?你是否已经具备了你要找的工作所需的相关技能?你是否只是感觉自己可能会喜欢某些工作,还是真正了解自己想做什么?你事业上的目标是什么?你最喜欢做的工作究竟是什么?这些都是需要你回答的问题。在你的简历里,你要展示自己的学历、工作经验、技能以及以往的成就。

Should one start job hunting when he is 100% prepared and qualified? The answer is "Not always." You may never be 100% prepared, but you still need a job. Is the person who got the job 100% qualified? Not always. You are the judge of when you are prepared. We will help you with good advice.

是不是要等到万事俱备才去找工作呢?答案是“不总是这样”。因为你也许永远也不会百分之百准备好,但工作还是要找的。找到工作的人就百分之百具备那个工作所需的所有条件吗?事实上不总是这样。所以你自己来掌握是否准备好了,我们会给你一些好的建议。

Topic 1 Key Elements for a Résumé**话题一****简历的主要组成部分**

A resume comprises the following elements: name, contact information, objective, executive summary, work experience, education, key skills, awards, publications, patents, and other related topics such as personal hobbies, citizenship, etc.

简历主要由以下元素组成:姓名、联系方式、目标、摘要、工作经验、学历、关键技能、受过的奖励、著作、专利和其他相关的话题,例如个人爱好和国籍等等。

Your name is the first item on your resume. Some may think that a name is a name, what kind of thoughts do I need to put into my name? However, it depends on where you are looking for a job. If you have a Chinese name that an American can not pronounce, and you are looking for a job in the U.S.A, or in a wholly or partly American-owned company in China with a boss who does not speak Chinese, do you think he is going to hire you? Probably not. What do you need to do? What can you do? You may want to get an American name and put it into parenthesis like Yuqing (Chris) Li. "Yuqing" is the first name, "Chris" is the English name, and "Li" is the last name. Is this enough? Maybe not. By this name, "Chris", no one can tell if you are a male or a female. "Chris" can be "Christopher" (a male) or "Christina" (a female). If you would like the person looking at your resume to know your gender, you have to specify it.

姓名是你简历上的第一项内容。有些人可能认为姓名就是姓名,我需要在它上面花什么样的心思呢?然而,这取决于你正在哪儿寻找工作。如果你有一个美国人不会发音的中文名字,而你正在美国找工

作,或你在一个老板不会说汉语的,在中国的美国独资或合资的公司找工作,你认为他会录用你吗?可能不会。你需要怎么做?你能做什么呢?你可能想要取一个美国名字并把它用括号括上,像 Yuqing (Chris) Li, “Yuqing”是名, “Chris”是英文名, “Li”是姓。这些就足够了吗?也许不够。从“Chris”这个名字上,没有人能够判断出你是男的还是女的, “Chris”可以是“Christopher” (男) 或者 “Christina” (女)。如果你想让看到你简历的人知道你的性别,你应该把名字拼全 (不用缩写“Chris”)。

The next element is contact information. You want the interviewer to be able to reach you. Cell phone is the best way for this purpose. But you need to keep your cell phone on and with you at all times. When you are out of the town and you want to receive each phone call, you should make sure your phone works out of town, and enough money has been deposited into the phone card. The recording function of fixed phones is widely used in western countries like the U.S.A. But, in China, cell phones are so popular that not many people have fixed phones. An American was kidding that even a garbage man in China has a cell phone. Therefore, there is less need to have a recording function. But maybe you want to get the “Little Secretary” service when using cell phone, in order to know who called when you were on the phone, or when the phone was off for some reason. So make sure that you list your cell phone number on your resume. Also list your home phone, but do not list your office phone, as it is not convenient or private to talk to a potential employer in the office.

下一个元素是联系方式,你当然想让面试人能够找到你。手机是联络的最佳方式,但是你需要一直带着手机并保持开机。如果你外出,你要能够接到电话,你应该确保你的手机在外地可以使用并且卡中已

经存了足够的钱。在西方的国家例如美国,固定电话的录音功能广泛地应用。但是在中国,手机是如此的流行以致很多人没有固定电话。一个美国人曾经跟我开玩笑说在中国甚至捡破烂的都有手机。所以对于录音功能的需求就不是那么大。但是你可以让你的手机有“小秘书”的功能,这样你就可以知道你在打电话的时候或者在手机由于某些原因关机时,谁给你来过电话。因此在简历上一定要写你的手机号,也写上你的家里电话。但是不要写你的办公电话,因为在办公室里与一个将来的雇主讲话不方便也不隐秘。

The second best way for someone to contact you is your e-mail. E-mail is now very popular in our life. Some e-mail boxes can be accessed anywhere as long as you have Internet access. It is convenient to communicate with a potential employer or a headhunter through e-mails.

联系的第二个最佳方式是电子邮件。电子邮件在我们的生活中非常流行。有一些电子信箱只要你能上网,就能在任何地方使用。通过电子邮件与你的将来雇主或一个猎头沟通很方便。

You also need to list your home address as contact information. Some companies provide travel arrangement for interviews etc. They may send you air tickets to your home. They may also send you some forms to be filled out before or after an interview.

你也应该写上你的家庭住址作为联络信息。一些公司为面试提供旅行安排等等。它们可能给你寄飞机票,也可能在面试前或后给你寄一些需要填写的表格。

The third element of a resume is the objective. What kind of positions are you looking for? A good statement of your objective can help the potential employers to identify your interests and quickly match your interests to their needs.

For example, if you are looking for the position of a Mechanical Design Engineer, say it on your resume. The Human Resources Department of the company will send your resume to the Head of Product Engineering for review. If you do not have it on your resume, the HR personnel will have to spend more time to study your resume to figure out which Department they should send your resume to. If this HR person gets bored, your resume will end up in the garbage can.

简历的第三个元素是目标。你在寻找什么样的岗位？好的目标陈述可以帮助将来的雇主识别你的兴趣，并迅速地把你的兴趣与他们的需求相匹配。例如，如果你正在寻找一个机械设计工程师的岗位，就在你的简历上加以说明，公司的人力资源部会把你的简历发给产品工程部的领导审阅。如果你没有在简历中说明，人力资源部的人员将不得不花更多的时间研究你的简历，判断他们应该把你的简历发给哪个部门。如果这个人厌烦了，垃圾桶可能就是你的简历的归宿。

An executive summary helps the potential employer get a quick feel of your profile. In the executive summary, you can state your most striking features. For example, if you are an athlete, “Olympic Gold Medal Receiver” would be impressive. If you are an Industrial Designer, “Designer of BMW E-Series” will also catch people’s eyes. In the executive summary, you should briefly describe yourself by explaining your talents, knowledge, experience, skills and achievements. Examples will be given later in this chapter.

摘要可以帮助将来的雇主快速了解你的概况。摘要中，你可以说明你最显著的特点。例如，如果你是一个运动员，“奥林匹克金牌获得者”将会给人留下深刻印象。如果你是一个造型设计师，“宝马 E 系列的造型设计师”也会很吸引人的目光。在摘要中，你应该简要描述你的

才能,知识,经验,技能和成就。在本章的后半部会给出一些例子。

Work experience is the most important part of a resume for experienced people. Experience is gained through many years of failure and success. I once saw a famous quote that said: "We can learn from our failures, but it is better to learn from our successes." Whether it is a failure or a success, it all took a great amount of effort and money. Experience is built with time and money, two very important factors in life. Companies pay attention to experience because they can avoid failures in the future with experienced people. When I was doing my experiments for my Ph.D. thesis, I quickly learnt that if you wanted to be good at something, it would take you at least two trials.

工作经历对有经验的人来说是简历中的最重要的部分。经验是通过多年的失败和成功而获得的。我看过一句名言:“我们可以从失败中获得经验,但最好是从成功中获得经验。”不管是失败或是成功,都会花费大量的金钱和精力。经验是靠时间和金钱积累的,而这两者是生命中最重要的因素。公司关注经验,因为它们通过有经验的人可以避免未来的失败。当我在做我的博士论文的实验时,我很快地体会到了如果你想要做好某件事,你至少要做两次。

In terms of the order of your work experience, list your most recent job first. People would most like to know what you are doing recently. They care less about what you did ten or twenty years ago. In the work experience, use bullets to list the important experience and accomplishment. Use words related to success, such as "Accomplished", "Established", "Saved", "Generated", "Developed", "Increased", etc. Use numbers, data, and facts to show the credibility, rather than empty statements. Good and bad examples will be shown in the later topics.

在列举你的工作经历时,把你最近的工作放在前面。人们最想知道的是你最近做了什么。他们不太关心你十年或二十年前做什么。在工作经历中,用列项符号列出重要的经验和成就。使用与成功相关的词,如“完成了”、“建立了”、“节约了”、“增加了”、“争取到了”、“提高了”等。用数字、数据和事实来增加可信度,而不是用空洞的语言陈述。在后面的话题中会介绍一些好的和坏的例子。

The next important element is education. It makes a big difference if you graduated from MIT, compared to a university nobody knows. Graduate education like Ph.D. and Master also make people believe that you are talented. But not many jobs need a Ph.D. The starting salary in the USA is about the same for a B.S. or M.S. graduate. But for Ph.D., the company needs to pay much more on salary. Currently, an engineering college graduate with B.S. or M.S. may get a starting salary of \$40,000 to \$60,000 annually depending on the locations. A Ph.D. graduate will get \$60,000 to \$80,000. An MBA from a top university can earn over \$100,000, while the same MBA from an ordinary university can only make \$40,000~\$60,000. Education does make a difference.

下一个重要的元素是学历。与一个没有任何人知道的大学相比,如果你从美国麻省理工学院毕业就优越多了。拥有博士和硕士学位也会使人们相信你是有才能的,但不是有很多工作需要博士。在美国,学士或硕士毕业生的起薪是差不多的。但是对于博士学位,公司就需要付高得多的薪水。目前,学士或硕士学位的工程专业毕业生根据工作地点不同可能得到每年 40,000 到 60,000 美元的起薪,博士学位毕业生则可以得到 60,000 到 80,000 美元的起薪。从名牌大学毕业的 MBA 可以挣到年薪 100,000 美元以上,而从普通大学毕业的 MBA 只能挣到 40,000 到 60,000 美元。学历确实很重要。

I am not sure if you have noticed that in Europe, the top