



高等学校商务英语系列教材

实用求职英语

主编 江 峰 黎明虹

主审 余富斌

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电子工业出版社

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北京 · BEIJING

内 容 简 介

作为《高等学校商务英语系列教材》之一,本书以实用为目的,旨在较短时间内教会学生如何运用现有的英语知识撰写英文求职信、制作英文简历、准备英文面试、在网上向企业或单位用英文求职以及如何快速有效地提高自己的面试技巧等。不仅使学生对英语求职的内容和程序有更清楚的了解,而且对求职时所应使用的语气、用词、态度及方法等有更全面的掌握。增强学生面试时的信心和勇气,为广大高职高专院校的毕业生扫清求职障碍。

本书适合高等学校商务英语专业及经贸专业的学生使用,尤其适合高职高专院校商务英语及相关专业的学生使用,还可作为社会上其他求职人员的自学用书。

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前 言

《高等学校商务英语系列教材》是在经济日益全球化、商务活动日益频繁以及商务英语的重要性日益突出的形势下编写而成的。

本系列教材注重难度的适中性 and 内容的务实性。教材体例严格，课堂素材丰富，课外练习多样，课时分配合理。本系列教材所选材料全面、新颖，把科学性、实用性及趣味性结合起来，省去了教师多方查找资料、忙于做备课笔记的负担，有利于教师集中精力搞好课堂教学。本系列教材大多采用全新的商务活动案例，为学生提供一个模拟仿真的商务环境，使学生的学习环境与今后的实际工作紧密结合，使之毕业后能直接上岗。

本系列教材共6册：《实用进出口单证》、《实用进出口英语函电》、《实用求职英语》、《实用英语翻译》、《实用商务英语阅读》和《实用外贸英语会话》。

《实用进出口单证》包括各种进出口单证的制作方法 with 技巧的讲解，同时每种单证均给出2~5个实训。

《实用进出口英语函电》将国际贸易活动中进出口双方当事人往来的多封英文信函按实际操作程序归类，并详细讲解各环节信函的内容要求和语言特征。

《实用求职英语》手把手地教给学生如何制作英文简历和求职信，并帮助学生掌握一定的英文面试技巧。

《实用英语翻译》包括笔译和口译两部分，既有简明的翻译技巧指南，又有多种形式的口译和笔译的训练内容。

《实用商务英语阅读》包括国际贸易和国际金融等与国际商务活动有关的阅读材料，使学生在学基本商务知识的同时，熟悉并掌握常用的有关经济与商务的英语词汇。

《实用外贸英语会话》包括国际贸易活动中，进出口业务人员在迎来送往、专业谈判、商务礼仪等方面的对话实例及相关讲解，并辅 with 配套的巩固性练习。

本系列教材得到了江西师范大学、南昌航空工业学院、江西外语外贸学院、江西旅游商贸学院、江西航天科技学院等单位的大力支持，在此谨致谢忱。由于编写时间紧迫，加之编者水平有限，错误和疏漏在所难免，恳请专家和广大读者不吝赐教。

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Chapter 1

Cover Letter





I Brief Introduction

Your cover letter is a very important step in the job-finding process. A cover letter is a business style letter that companies every resume you send to prospective employers. Recruiting companies use them to obtain information about candidates in terms of education, experience, abilities, and achievements. Good cover letters will leave a deep impression on employers and make the applicants stand out among others, thus may thus secure an opportunity for an interview. Your cover letter should emphasize ways you can fulfill the companies needs.

Your cover letter should consist of three to four paragraphs and should not be longer than one or two pages in length. Some employers review your letter only after they skim your resume, while others always read the cover letter no matter whether they like the resume or not.

The cover letter is an excellent tool to see your writing skills. All employers want people with excellent communication skills, so you must pay particular attention to grammar, spelling and typing.

Your cover letter should follow a traditional letter format. Choose a form size that is easy to read. Only classic fonts such as Times New Roman and Arial are universal on PC. Remember that you should leave a space between lines and between paragraphs. You must use appropriate punctuation.

Your letter should be dated and include a complete address, telephone number, fax number and e-mail.

A covering letter should always accompany a resume.

写好求职信在应聘过程中是非常重要的一个环节。英文求职信采用商业信函格式撰写，求职者要把附有个人简历的求职信一起寄给招聘单位。招聘方通过它们获得有关应聘者的情况，如学历、经历、能力、业绩等。好的求职信会给招聘方留下深刻的印象，使求职者在众多应聘者中脱颖而出，从而获得面试的机会。求职信应该按招聘方的要求，突出自己的特点。

理想的求职信包括三到四个部分，一般不超过两页。有些雇主会在浏览你的简历后才阅读你的求职信，而有些雇主则不论是否喜欢你的简历都要阅读求职信。

求职信是判断你的表达能力的绝佳方式。任何一个招聘方都希望招聘具有出色的表达能力的雇员，因此，应聘者必须注意避免在求职信中出现语法、拼写及打印错误。

求职信应遵循一些惯例：选用易读的印刷体，例如，电脑上常用的 Times New Roman 和 Arial 字体；切记行与行或段与段之间应空行；一定要使用正确的标点符号。

求职信应包括日期、详细的地址、电话、电传和互联网址。

求职信往往附带一份简历。

II Envelope

On the top left hand corner of the envelope, write the name and address of the sender, and put the name and address of the receiver in the center of the envelope.

It is necessary to note that the sender should put honorific title before the name of the receiver. Put "Mr." before a man's name, put "Mrs." before a married lady's, and "Miss" before an unmarried woman's. Ms. is used for both married and unmarried women.

For example:

Mr. Dayong Wang

Mrs. Maxia Wu

Ms. Lily Chen

1 Block style

Fan Xiaosong

(Sender's address)

Department of Law

Beijing University

No. 5 Yiheyuan Road

Beijing 100871

Mr. Williams Smith

(Receiver's address)

316 Freedom Street

Los Angeles, Cal. 37132

USA

2 Compound style

From: Fan Xiaosong (Sender's Address)

Department of Law

Beijing University

No.5 Yiheyuan Road

Beijing 100871

To: Mr. Williams Smith (Receiver's address)

316 Freedom Street

Los Angels, Cal. 37132

USA

3 Indented form

Fan Xiaosong (Sender's Address)

Department of Law

Beijing University

No. 5 Yiheyuan Road

Beijing 100871

Mr. Williams Smith (Receiver's address)

316 Freedom Street

Los Angels, Cal. 37132

USA

III Structures of Cover Letters

The following is the detailed description of the parts of the cover letter:

1. Heading (the sender's address)
2. Date
3. Inside Address (the Employer's/ recipient's)
4. Salutation
5. The Body of the Letter
6. Complimentary Close
7. Signature
8. Enclosure
9. Postscript

1 Heading (or applicant's address)

The sender's address should be on the top left-hand corner of the page, so that receiver knows where to write back. In this part, you should include your address, telephone and fax number, post code and email address. Do not write your name in this section.

2 Date

The date is written below the sender's address. The date tells us when the letter was written. Always write month in words instead of figures as they can be confusing. For example, 09/08/2000 means ninth of August, 2000 in British English while it is September 8, 2000 in American English.

3 Inside address

The recipient's address should be written below the sender's address. Address your letter to the specific person (if you have a name) who will process your application. You must write the recruiter's full name beginning with his/ hers title (Mr, Ms, etc). Indicate the person's specific job position.

Companies keep a record of each letter for future reference, so the reader's name and address are written on the letter. This also means that if the letter is mislaid in the reader's company, anyone who finds it knows who to give it back to — particularly if the reader has the firm, but the person who now has the job still needs the letter.

Samples:

1. To an individual:

Mr. Tom Jones
Personnel Manager

Sun Fire Advertising
Room No. 304 Jinguang Center
500 East Tucheng Road
Beijing 100024
China

2. To a department of a company:

Personnel Department
Pioneering Investment Company
110 Baishi Avenue
Chengdu 617000
China

4 Salutation

The salutation will occupy a single line, below the inside address. The following are the often used salutations:

Dear Sir
Dear Madam
Dear Sir/ Madam
Dear Mr. Wang
Dear Ms. Zhang
Dear Miss Xiao

5 The body of the letter

This is the main part of your cover letter. The body of the letter has several paragraphs. The opening paragraph should catch the readers' attention. You should sell yourself as the best candidate for the position available. Next paragraph, you should highlight your skills and accomplishments and what you could contribute to this company. A third paragraph expresses your special interest in a company. The closing paragraph should indicate that you want to make an appointment for an interview.

The following are some general rules to follow:

Be correct, use formal and standard English; avoid grammatical or punctuation mistakes; adopt business style. For example:

Do not use:	Do use:
a. I hope to see you next week.	a. I am looking forward to seeing you next week.
b. Our company isn't satisfied with your term.	b. Our company is not satisfied with your term.
c. Our assistant manager will pick you up at the airport.	c. Our assistant manager shall pick you up at the airport.
d. Would you arrange to see me this week?	d. I would be grateful if you could see me this week.

Be concise, try to be simple and concise. For example:

Avoid:	Use:
a. As a matter of fact	a. Actually or in fact
b. Will be good enough to	b. Please
c. Arrive at a decision	c. Decide
d. In spite of the fact that	d. Although

Be clear, try to make your letter free from doubt or difficulty. The body should consist of paragraphs; and every paragraph has its purpose. Have a courtesy, try to adopt "your-attitude"; avoid negative statements; show your appreciation for any possible help. For examples:

Don'ts:	Dos:
a. I write to thank you.	a. Thank you very much for your help.
b. I am not available for weekends.	b. I will be available in your convenience except weekends.
c. Can you arrange a personal interview for me?	c. I would be grateful if you could arrange a personal interview.

6 Complimentary close

Complimentary close will address the recipient. Its composition depends on the relationship between the sender and the reader. Usually it is classified as the following types:

To an institution or the person unknown:

Truly yours
Yours truly
Faithfully yours
Yours faithfully

To a friend or an acquaintance:

Sincerely yours
Yours sincerely

To a senior or a higher-up:

Respectfully yours
Yours respectfully
Very respectfully yours

7 Signature

Type your name after your signature because signatures are usually difficult to read. Write your title after your name in a bracket, so that the reader knows how to address you in his/ her reply.

For example:

David Zhang (Mr.)

8 Enclosure

The applicants should enclose their resume, and diploma, ID as required. The enclosure should be written under the signature. The word can be simplified as Encl. or Enc. If there is more than one material enclosed, you may use the plural form "enclosures".

For instance:

Enclosure: resume
Encl.: one photograph

9 Postscript

Postscript is something that you add when you have signed your name in the letter. In common private letter, it is all right to add postscript. In the letter of application, it is better to avoid it.

IV Practical Samples of Cover Letters*Sample 1***Application for a Position as a Salesman**

321 Zhongshan Road

Nanjing 310012

May 22, 2004

Human Resource Department

Nan Fang Trading Company

12 Xizhang Road

Shanghai 266022

CHINA

Dear Sir/ Madam,

I was referred to you by Mr. Lee Lu from the Harvest Press and Professor Wang Hong of the Business English Department, from the Jingjiang College of Foreign Trade.

I am looking for a position as a salesman in your company. I would appreciate it if you could inform me when a vacancy is available.

I will graduate from the Jingjiang College of Foreign Trade this year. I have been studying business management, typing and subjects related to trade.

Last winter I worked as a part-time typist at Harvest Press last winter and have permission to refer you to both my employer and Professor Wang Hong of the Business English Department, Jingjiang College of Foreign Trade.

Thank you for your consideration. I look forward to speaking with you soon.

Yours sincerely,

Zhang Hua

Encl.: A resume, two recent photos

Sample 2

Application for a Computer Engineer

Department of Computer Science
Beijing University, Beijing 100082
June 10, 1999

Personnel Department
IBM Company Co. Ltd.
16 Fu Xingmen Street, Chaoyang District
Beijing 100020

Dear Sir/ Madam,

I would like to apply for a position as a computer engineer at your company. I will be receiving MS from Beijing University this July.

I know your company is world-famous in the field of computer application. It would be a great honor for me to work in your company. I am confident in my solid foundation in computer knowledge and my potential ability in this career, as I have been presented twice a special award for my original design work in software.

It would be greatly appreciated if you grant me an opportunity of an interview.

Yours faithfully,

Ma Jun

Sample 3

Application for a Sales Manager

19 West Ring Road

Hefei 230001

May 20, 1999

Manager

Department of Technology Development

Anhui Guanghai Plastic Inc.

154# Anshan Road

Hefei, Anhui 230001

Dear Sir/ Madam,

I am very interested in the position for a sales manager that you advertised in the October 10 issue of Anhui Daily. I studied business administration and sales as my major at Sichuan University. I am confident in my ability to work as a sales manager.

I have obtained a broad foundation of business knowledge. I have studied the subjects in management, trade, marketing, finance and accounting as well as other courses such as law, statistics and computer.

For the past three years, I have worked for the Daqing Petroleum Company as a sales clerk and a sales manager later. I was praised and rewarded many times for my excellent performance.

I look forward to discussing my application with you in an interview situation.

Yours faithfully,

Wang Changling