

略颂 编著

背88个短语掌握 求职英语

随身装小教材

商务英语系列

【给繁忙的商务人士随身携带
背88个高频短语，让求职英语超自信】



随书附送光盘

★ 在外企或具有国际合作背景的企业中谋职，是很多求职者的愿望。但是用英文写求职信、求职简历并用英语进行面试却是摆在他们面前的一大难题。其实求职英语有许多高频词汇、短语和句式，只要背诵这些词汇、短语、句子，英语的使用技巧就会增强。

★ 本书设计轻便小巧，便于随身携带，供商务人士忙里偷闲翻阅。内容包括四个部分：求职简历、求职信、求职面试和后续联系。



中国水利水电出版社
www.waterpub.com.cn

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图书在版编目 (C I P) 数据

背88个短语掌握求职英语 / 略颂编著. -- 北京 :
中国水利水电出版社, 2010. 1

(随身装小教材商务英语系列)

ISBN 978-7-5084-7105-1

I. ①背… II. ①略… III. ①职业选择—英语—短语
IV. ①H314.3

中国版本图书馆CIP数据核字(2009)第239521号

书 名	随身装小教材 商务英语系列 背 88 个短语掌握求职英语
作 者	略颂 编著
出版发行	中国水利水电出版社 (北京市海淀区玉渊潭南路 1 号 D 座 100038) 网址: www.waterpub.com.cn E-mail: sales@waterpub.com.cn 电话: (010) 68367658 (营销中心)
经 售	北京科水图书销售中心 (零售) 电话: (010) 88383994、63202643 全国各地新华书店和相关出版物销售网点
排 版	北京中科洁卡科技有限公司
印 刷	北京市地矿印刷厂
规 格	104mm×184mm 32 开本 4 印张 88 千字
版 次	2010 年 1 月第 1 版 2010 年 1 月第 1 次印刷
印 数	0001—5000 册
定 价	18.00 元 (附光盘 1 张)

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前 言

随着中国经济持续、快速的发展，越来越多的外资企业进入中国投资建厂、设立办事处或分支机构，这为中国的就业市场带来了大量的机会。然而，要抓住这些机遇并不容易。其中，用英文写求职信或求职简历并用英语进行面试成为摆在许多求职者面前的一大难题。

或许您正苦于寻找一本好书，借以增强自己的英语求职技能，以免错失就业良机。《背 88 个短语掌握求职英语》正好可以作为您的入门教材。本书提炼出求职简历、求职信、求职面试和后续联系中出现频率最高的句子，只要背诵这些短语、句子，就能立竿见影地提高您驾驭求职英语的能力。

《背 88 个短语掌握求职英语》是“随身装小教材”系列图书之一。本套图书小巧轻便，适于携带，供商务人士、外事工作者、科技人员忙里偷闲翻阅，让读者享受随时随地学习的乐趣。

编者

2009 年 9 月于北京

使用说明

为了让读者最大限度地节约时间，提高学习效率，我们对本书进行了整体设计。

本书小巧轻便，适于携带，符合现代人快节奏的生活方式，让读者随时随地享受学习英语的乐趣。

全书分四部分，每部分相互独立。读者不必依次阅读，可以直接跳到最感兴趣的部分阅读。

每个部分的结构如下：



表示“欢迎您”；图标下的内容是读者进入学习的热身练习。



表示“请注意”；图标下的内容是常用语境和重点背诵短句。



表示“一点亮”；图标下的内容是表达某一语境所必备的知识，以及更多的常用短语，供读者举一反三。



• 1 • 2 • 3 • 4 • 5 • 6 • 7 为了提供更多记忆短语的机会，我们在每页下设计了一个小练习。根据科学记忆法中的反复加深原则，我们建议读者在不同时间分别将该练习做 7 次，每次练习过后在相应的数字上划勾。

此外，我们在每部分结束之前还配有自测题和答案，供读者对学习结果进行检测。

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Contact information	
个人概述	5
Personal Profile / Professional Profile / Summary of Qualifications	
个人概述——经验	6
More than fifteen years experience	
Advanced technical experience of Database Management	
个人概述——突出的能力/专长	8
Ability to handle pressure and get the job done on time	
Rapid adaptability to new problem-solving and new locations	
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A proactive, adaptable and conscientious Project Engineer

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Evaluate office supply vendors for best price, and reduced purchasing costs by 10%.

I saved the company \$4000 in overhead.

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Marketing position that uses my writing skills and enables me to make a positive contribution.

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Now seeking next challenging and rewarding opportunity within a successful organization.

教育背景——刚毕业 15

Bachelor of Business Administration, Finance Major

教育背景——毕业已久 16

Bachelor of Arts, English, University of Florida, 2008

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Work experience / Career history

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Responsible for product sales and customer relationship

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Audited manufacturing processes and procedures

Communicated with engineering groups, finance department and senior management on daily departmental operations

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Received "Manager of the Year Award" 2001	
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Activites: Member of College Varsity football team (Sept. 1998 – Dec. 2000).	
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Computer literacy: Familiar with standard software programs(Microsoft Office)	
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求职信	32
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A cover letter is a letter of introduction attached to,
or accompanying another document such as a
résumé or curriculum vitae.

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You must write a new cover letter for each company
you apply to.

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I am writing in response to your recent advertisement in the "Job Market".

I am responding to your recent job listing on your website.

I wish to apply for the position of executive secretary.

I am writing to inquire about the possibility of working for your company.

个人情况介绍 38

I am currently in the final stages of my dissertation on marketing in Great China Area, and will be graduating this June.

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Please refer to the enclosed documents for proof of my qualification.

A summary of my qualifications is enclosed. You will see that I have had several years' experience in sales and sales administration.

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I am currently working as a client service manager and tax consultant with BOB Consulting, where I have been for two years.

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I have interest in the sales, logistics, and marketing fields. I already have some experience with these fields from my vacation jobs.

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I am looking for a position with more responsibility.	
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At the moment I am working as a sales assistant at ABC Inc.	
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I feel that I can meet the requirements of this post.	
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I am free for interview at any time and look forward to hearing from you.	
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OK, I'll wait for you letter patiently. I must be off now. Bye-bye.	

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Why do you want this job?

What have you learned from previous jobs?

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My name is XXX, 24. I come from XXX. I graduated from the XXX department of XXX University in July, 2001.

It is my great pleasure to introduce myself.

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I studied Computer in Tsinghua University, and got a M.S. Degree.

I graduate from Beijing University and got B.S in Computer.

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I hope to have a job which offers me an opportunity for advancement.

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I felt my talents and abilities were underutilized.

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I've been working as auditor for eight years.

XXX year(s) working experience of XXX/ in XXX company

问题答复——资质与特长 65

I have the NCRE(National Computer Rank Test) certificate, rank 2.

I am proficient in reading and translating foreign

materials.

问题答复——工作职责 67

As I am a secretary my responsibilities include answering telephone, typing memorandums and reports, arranging appointments and so on.

I'm in charge of market planning and maintenance of customer relationships.

I lead a complete Integrated Product Team.

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I am a prudent and dedicated person and easy to get along with.

My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.

问题答复——缺点 72

I used to wait until the last minute to set appointments for the coming week, but I realized that scheduling in advance makes much more sense.

I tend to expect others to work as hard as I do. I'm a bit of a perfectionist.

问题答复——业余爱好 74

I like reading and fishing. I enjoy sports, and I like music very much.

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I'm quite outgoing. I think, I enjoy mixing and doing things with others.

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I succeeded in promoting our products to America and Canada.

I got the title of "Advanced Worker" in 2008.

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Once I gain additional experience, I would like to move on from a technical position to management.

My long-term career objective is to find a job that fully utilizes my unique educational and cultural background.

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I want to thank you for taking time from your busy schedule to meet with me.

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I am very interested in working for you and look forward to hearing from you regarding this position.

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As you can see from my sent resume, I have had quite a bit of experience in this field.

You can reach me at any time at your convenience by dialing 87654321.

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1. 求职简历



Communicated / Planed / Controlled / Prepared / Trained / Audited

1. departmental expenditure within agreed budgets
2. regular and new employees
3. with engineering groups, finance department and senior management on daily departmental operations
4. short and long-term plans of human resource development
5. manufacturing processes and procedures
6. and implemented marketing strategy and activities consistent with overall aims and requirements of the organization

请选词填空，完成以上工作内容表达句式。



简历

Interested candidates please send your CV with expected salary to the email address.

有意者请将您的简历及期待薪酬发送至所述邮箱地址。

招聘广告刊登后，对职位感兴趣的求职者会投递简历。通过简历，企业的人力资源部门会对求职者的一般情况有了初步的了解和认识，从而为进一步的甄选奠定了基础。

招聘企业可特别要求简历必须具备某些内容，如资质证明，是否参加过某些职业培训等，但通常情况下，简历包含以下几部分内容：

Personal details 个人信息

Personal profile 个人概述

Education 教育背景

Work experience/Career history 工作经验/工作经历

Key skills/Relevant skills 技能/相关技能

Training/Other activities 培训/其他活动

还有些内容项目，如职业目标（Career objective）、Position（应征职位）、兴趣爱好（Hobbies and Interests）可作为单项列出，也可与上面的项目结合注明。

Curriculum Vitae（简称 CV）多在英国被采用；Resume，又写作 Résumé 或 Resumé，多在美国应用。