

J O B A N D S T U D Y

H U N T I N G E N G L I S H

Chapter 1

Autobiography

1. Example I

I am the eldest daughter of Wan Gudong President of Tianjin Shipping Co. Ltd., and was born at Hexi District, Tianjin on May 4, 1979.

After finishing my secondary education at Tianjin Xinhua High school, I was admitted into Nankai University, and graduated in 1999.

My major in the university was accounting. It is my belief that an accountant plays an important role in the society, that for an industry to be prosperous, a sound accounting system is indispensable. I have interest in arithmetic when I was a child (My grade in mathematics at better than those in other all

第一章

自传

1. 例 一

我是天津航运有限公司董事长万国栋的长女。1979 年 5 月 4 日生于天津市河西区。

在天津新华中学高中毕业后，进入南开大学，于 1999 年毕业。

在大学时代主修会计。我认为会计师在社会中扮演极重要的角色。工商业要能繁荣，健全的会计制度是不可缺的一环。小时候，我就对数学极感兴趣。在各级学校求学时，我的数



school levels was always subjects, I like to be an accountant. My mother, who was also an accountant in the city government but now retired, has always encouraged me to follow her steps. She is glad to see that I am on my way to success.

Having obtained practical experiences in accounting in Sunshine Enterprise Company by working as a junior accountant, I consider it proper time to work as an accountant in a big company. As a young woman who is cautious and conscientious, I am sure that I can take any greater responsibility accorded to me.

2. Example II

I was born in Hong Kong, on October 21, 1975 of a middle class. My father is a civil official at the Department of Health. My

学成绩总是超过其他科目的成绩。我喜欢当一名会计师。我母亲曾在市政府当会计师，现已退休。她常常鼓励我步她的后尘。她很高兴见到我已走上成功之路。

在阳光工业公司当初级会计员，获得实务经验，现在我认为我应当往大公司发展，当一名会计师。我正当青年，做事精细，有责任感，相信我能负起更大的责任。



2. 例二

1975 年 10 月 21 日我出生在香港的一个中等家庭。父亲是健康部官员，母亲为市区一名

mother is a school teacher in a primary school in downtown. Both of them are residents of Hong Kong.

Upon graduation from the primary school, I was assigned to Hong Kong Zhonghua Junior High School in August, 1986, without any entrance examination, thanks to the implementation of the nine-year compulsory education. Three years later I became a student of Hong Kong First Girls' High School, the envy of many of my classmates. I had many happy days for the first two years in high school when I did not have to worry about the future. I participated in some extracurricular activities, in which I developed interest in music and swimming. I even tried to join the school band but a sudden illness in my second year kept me from playing the musical instruments such as the clarinet and

小学教师。两人世居香港。

1986 年 8 月小学毕业后，由于九年义务教育制度的推行，未经考试我就被分配到香港中华中学。三年后，我进入香港第一女子高中，成为许多同学羡慕的对象。前二年我的日子过得很充实。当时我不需担心未来。我参加了一些课外活动。对音乐和游泳的兴趣便是这时培养出来的。有一次我甚至想要加入学校乐队。高二时一场大病使我不得不远离



the French horn.

In 1993 I entered Hong Kong University. I took international trading as my major. In view of the fact that Hong Kong is an island with limited natural resources but abundance of man-power, we must depend on export and import, if we are to progress and prosper. International trading has become not only an act of transaction but also a way of life.

During four years of college training, I learned a great deal about the trading business. Before graduation, I was employed as part-time clerk in a small trading corporation responsible for telex operation and typing which being my specialities.

I have worked in the present company for ten months now. The working condition here is good and my boss is very kind; but I

单簧管和法国号这类乐器。

1993 年我进入香港大学主修国际贸易。因为香港是岛屿，自然资源有限，人力却很充足，香港要进步和繁荣必须依赖进出口贸易。因此国际贸易不仅是做生意，而且也成了我们生活方式之一。

大学四年中，我学了很多贸易知识。毕业前，我曾受雇于一家小贸易公司当职员半工半读，负责电传操作和英文打字，并且二者都是我的专长。

在现在的公司工作快一年了。工作环境很



am unhappy about the easy job, the company being a small one. I wish to work in a large company where I can take on heavy responsibilities and develop my potentiality.

3. Example III

My name is Wu Zhongnan. I was born in 1971, and had lived with my family in Taipei for twelve years before we moved to Hong Kong some years ago. My family has two boys but no girls. I am the second son.

At the age of seven I attended Guanghai Primary School where I learned the fundamentals of knowledge. I also learned something outside the textbook. Sometimes when the teacher was busy, I would be appointed to lead the class to do exercises, standing on the platform and reading the text the way a teacher would do.

好，老板待人和气。但公司小，工作太轻闲，我感到不满意。我希望在大公司工作，才能负起更大的责任，而且可以发展抱负。

3. 例 三

我叫吴中南，生于 1971 年，在台北居住了 12 年，后来举家迁居香港，家中有兄弟二人，我是老二。

7 岁时，我进入光华小学就读，在此我学到基本的知识，我也在书本外学到一些东西。有时，老师工作忙碌，我便被派去当小老师。站在讲台上，念课文，领导同学做功课，俨然一个老师模样。

In the secondary school, I was deeply influenced by an English teacher. She treated me like her son. Her words such as "Bear malice toward none, but bear mercy to anyone" have become my words to live by in my life.

Upon graduation from the secondary school, I was admitted, after a keen competition, into the Department of Mechanic Engineering, Hong Kong University, where I got strait A in my majors and two B's in the minors. During four years of college, I was very active in some of the extracurricular activities. For instance, I was the President of the Mountain-climbing Society. It is my belief that one can learn more from college life than from books.

After getting my Bachelor degree of science in mechanic engineering, I entered my

中学时，我受到一位英文老师很大的影响。她待我像对待儿子一样。她的教诲永留我脑海。像她说的“不要待人以恶，要待人以恕”。这句话成为我的生活座右铭。

中学毕业后，经过一番激烈的竞争，我进入香港大学机械工程系。在大学中，我的主修都是甲等，有两门副科乙等。大学 4 年，我对课外活动很热心。举例来说，我曾担任登山社社长。我一直认为从大学生活中可以学到比书上还多的东西。

大学毕业获得理学学士学位后，我进入父



father's trading corporation as an assistant manager dealing in machinery import. I hope to work for an Australian firm so that I can be independent.



亲开设的贸易公司当副经理，负责机械进口。
我希望到一家澳大利亚公司工作，以便独立生活。



Chapter 2

Resume

1.Example I

Li Lili

No.101 Building, Yan' an Road, Nankai District Tianjin

Telephone:23684917

Objective:Business Assistant

Personal:

Birthdate: March 15, 1977

Birthplace: Beijing

Single, Female, Excellent Health

Education: 1989 – 1995 No.28 Middle School, Tianjin; 1995 – 1999 B. A Degree in business Administration

Major: International Trade

Courses : Principles of Accounting , Statistics , Banking Laws, International Trade, Market-

第二章

简历

1. 例一

李丽丽

天津南开区延安路 101 楼

电话 :23684917

目标：商业助理

个人情况：

出生日期：1977 年 3 月 15 日

出生地点：北京

未婚女性，身体健康

学历：1989 - 1995 天津第 28 中学；1995 - 1999

天津外贸学院商业管理学士

专业：国际贸易

课程：会计原理、统计学、银行法、国际贸易、市

场学、商业经济、财务管理、国际金融