

第一章 求职须知

ABC For Job Hunting



在市场经济中，学会求职是生存的条件之一。要求职，首先就要明确有些什么步骤，先做什么，之后该做什么，一环扣一环，直至被录用。当然，第一步就是要了解从什么途径获取求职信息。一般来说，最主要的途径就是报纸或杂志上刊登的招聘广告（**advertisements**）。还有从朋友那里获得的信息。为了让读者做到事先心中有数，更好地阅读后面的内容，并更有针对性地准备有关材料，本书特选用了一些招聘广告，以飨读者。

第二步就是撰写求职信（**application letters**）。写求职信的目的就是争取面试的机会，因此要明确重点，有的放矢，突出自己的优点，强调自己的强项与所聘职位的结合点。但是，求职信寄出后并不是只有等待的机会。因此，第三步就是写求职查询函（**follow - up letter**）。一方面表达自己的求职诚意，另一方面多了一次让人了解的机会，并因此争取了机会。

第四步就是参加面试（**interview**）。至此，求职到了决定成败的时候。衣着，言谈，举止和信心都很重要，缺一不可。

第五步，如果被录用，最好写封感谢信（**letter of thanks**）。或者，你可以去函查询（**follow - up letter**），以示诚意。

另外，你可以将履历表（**resume**）和求职信一起寄出。或者你在面试时需要带上履历表，因此，准备一份好的履历表同样重要，并且不可或缺。

第二章 招聘广告

Advertisements



招聘广告与商品广告不同。招聘广告因为要按照所占版面收取费用 因此 大多短小精悍 有时 刊登广告的人为了节约费用,措辞比较简练,甚至不太讲究语法,并且经常采用缩写字。这些缩写字大多是非标准的,没有收录在词典中,甚至也不是已为大众所接受的,而是作者自行缩减的。这些字都是一些常用字,缩写的一般都是其中的元音部分,不会引起误解。工时和工资有包括在广告中的,也有说明面谈时再商定的。当然,有的广告因为要招聘的职位较多,前面会有一小段说明性的文字,篇幅自然就要长些了。

常见 缩 写 字

ofc: office

mngr: manager

gd: good

reqrd: required

knwldg: knowledge

nec: necessary

pckg: package

Wp: word processor

w/exp: with experience

bkkpng: bookkeeping

yr: year

temp: temporary

prefd: preferred

F/T: full time

expd: experienced

profl: professional

Example 1

Secretary

Profl secretary wanted. Full time. Cheerful person, conversant with all secretarial skills including typing, operating word - processor. Salary \$ 250/wk. 251 - 898 - 5030

译 文

招聘秘书

专职秘书。日制。性情开朗，擅交谈，会所有秘书工作，如打字，文字处理等。周薪 250 美元。电话 :251 - 898 - 5030

Example 2

Child Care Housekeeper

Warm, responsible woman needed to care for 3 & 5 yr olds in our Morristown, NJ home. Live in, nonsmoker, must drive. Temp or permanent. Experience prefd. Call 010 - 666 - 4657

译 文

招聘保姆

新泽西州莫里斯镇某家需聘一热情，负责女性照看 3 至 5 岁儿童。要求同住，不吸烟，会开车。短期或长期均可。有经验者优先。电话 :010 - 666 - 4657

Example 3

ADVERTISING COPYWRITER

Must have experience on good accounts and ability to write hard selling copy. Married. Age 35. At least 10 years' experience. Salary open. Please write full details, age, experience, accounts handled. Box 27B, Harold

译 文

招聘广告设计人员

需经验丰富，能处理难件。已婚。 35 岁。有 10 年以上资历。薪金面议。请致函 27B 号信箱哈罗德详细告知年龄，资历及处理过的稿件情况。

Example 4

Part -- time work Shop Assistant

Hours: 6:30 p.m. to 9:30 p.m.

Salary: 4.00 per hour

Call Max Skelly

Tel: 56923564

Address: 3000 Van Ness St.

译 文

招聘临时店员

工作时间 :下午 6:30 至 9:30

薪水 每小时 4 美元

请致电 马克斯·司柯利

电话 :56923564

地址 温尼斯大街 3000 号

Example 5

McLane Company, one of the fastest growing companies in the U.S., is the largest distributor of food products and general merchandise to convenience stores and a wholly owned subsidiary of Wal-Mart. This position will be based at our Kissimmee, FL distribution center.

HUMAN RESOURCES MANAGER

This position reports to the Division President and is responsible for employment, salary and benefit administration, safety and training, employee relations, employee enhancement programs, and other HR related duties.

Qualified candidate will have an undergraduate degree and 4 years progressive experience as a Human Resource professional, as well as a primary focus on controlling health insurance through plan design and administration.

Our competitive salaries are complemented by an excellent benefits package including medical, dental and life coverage, 401(K) plan, stock purchase program, and more. For confidential consideration, forward your resume with salary requirements to: Employment Manager, P.O. Box 6115, Temple, TX 76503 - 6115. Fax: (817) 771 - 7547.

译 文

迈克兰公司，美国发展最快的公司之一，是美国最大的向零售商店供应食品及日用商品的分销商，也是沃尔玛的全资子公

司。这次招聘的职位是克西米的 **FL** 分销中心。

招聘人力资源部经理

该职位对分公司总经理负责 具体负责人员招聘 薪水 福利分配 安全及培训 员工关系 员工进修和其他有关职责。

申请人必须有学士学位及连续四年以上在人力资源部门工作的专业经验，还要有通过计划和管理重点控制人寿保险的经验。

除了优厚的薪水 本公司还提供很好的一揽子福利条件 包括医疗 牙科及人寿方面的 还有 **401(K)** 计划 购买股票计划及其他。为保密起见，请将履历并要求的薪水寄往：765036115, 6115 邮政信箱，人事经理收。传真：(817) 771 - 7547.

Example 6

A Published Job Listing

COST ACCOUNTANT **Grade 26/28** **Available: 6/20**

DEPARTMENT: Ship Fabrication

Supervisor: Liberty Ford

Group Mission: Provide support to Chip Fab in all areas of factory cost and production.

Job Purpose: Supports financial and accounting aspect of Chip Fab.

JOB FUNCTIONS: Monthly close activity for production and development. R & D accounting, project tracking, various cost analy-

sis, management reporting, inventory control, standard setting, implement activity -- based costing, innovative approach to accounting requirements. Coordinate closely with financial analyst.

KNOWLEDGE/SKILLS/EXPERIENCE:

Current Proficiencies: General ledger, CMS, Modplan, Accounting/ financial knowledge, analytical abilities. Lotus or Excel, Activity based accounting, Freelance or other graphic software, SMS, Previous accounting experience required.

Education: Bachelor degree in Accounting, Finance or other degree.

Years Related Experience: 3 - 5 years.

Other/Helpful: Proactive/innovative attitude. Team skills. Communication and presentation skills. Accounting in a manufacturing environment.

译 文

公开招聘职位

职位：成本会计 26/28 级 截止日期：6月 20 日

部门：船舶建造

负责人 里伯迪·福特

部门职责：为工厂板材生产及成本各方面提供协作。

工作职责：为板材生产提供财务及会计方面的帮助。

工作要求：每月生产及进展结算 R 和 D 会计核算，项目跟踪，

各种成本分析，管理汇报，存货控制标准，实施标准，实施单项成本计算，根据会计要求进行创造性灵活处理。与财务分析师密切合作。

知识，技能资历要求：

现有水平：总帐，CMS, Modplan，会计或财务知识，分析能力。

Lotus 或 Excel 软件，单项会计，Freelance 或其他图表软件，SMS 要求做过会计。

学历：会计或财务方面的本科学位或其他学位。

相关工作年限 3 至 5 年。

其他或相关要求：积极进取的态度。团队精神。交际及表达能力。在生产部门做会计工作。

Example 7

An On - Line Job Posting

Send resumes to [sgordon @softtech.dc](mailto:sgordon@softtech.dc)

FEDERAL ACCOUNT SALES MANAGER

Grade 28/29

Available 7/25/9x

DEPARTMENT: FEDERAL

Supervisor: Sara Gordon

Group Mission: Sell products and services to federal agencies and contractors.

Job Purpose: Responsible for specific territory of federal government. Sales will be dependent upon effective communications with several levels of government management ranging up to very high executive personnel. Products to be sold are technical. A successful applicant must have experience in the application of advanced system tech-

niques in varying government environments.

KNOWLEDGE/SKILLS/EXPERIENCE:

Current proficiencies: Experience with prospecting and developing new territories. Minimum 5 years of major software sales experience(\$ 100,00 +) in presenting strategic solutions using high - tech products. Proven track record of meeting or exceeding sales quota.

LEARN; 90 DAYS: Create a business plan for territory, develop and maintain strong client and prospect knowledge, sell complete solution software and service.

EDUCATION: BS in Business of Computer Science with 5 - 8 years related experience.

OTHER/HELPFUL: Experience selling to large government agencies/depart ments, software development or consulting experience, leadership or management experience.

译 文

网上职位招聘

履历请寄 sgordon@softech.dc

职位：联邦客户销售经理

28 或 29 级

截止日期：9X 年 7 月 25 日

部门：联邦

负责人：莎娜·戈登

部门职责：向联邦机构及承包商销售产品及服务

工作职责：负责具体地区的联邦政府机构。销售情况将取决于与各级政府管理部门及高层管理人员的有效沟通。销售技术性产品。应聘者需了解不同政府部门先进

高级系统的运用技能。

知识 技能和资历：

现有水平：有发现及开拓新的销售地区的经验。具有五年以上销售大型软件(价值 1 万美元以上)以帮助用高技术产品提供战略性解决方案的经验。有达到或超过销售额的可靠记录。

培 训：90 天，制定地区业务计划，建立和维持牢固的客户关系及前景目标，销售能彻底解决问题的软件，提供完善的服务。

教育情况 有计算机科学学士学位和 5 至 8 年的相关工作经历。

其他或相关要求：有向大型政府机构或部门销售的经验，软件开发或咨询的经验，领导或管理的经验。

Example 8

Exciting Opportunity with Leading Telecom Company

Ericsson is a world leader in telecommunications, recognized globally for its advanced systems and products for Wired and Mobile communications in Public and Private networks. Ericsson is a strong and established player in the China's telecommunication market. As a result of Ericsson's excellent performance, it is now the time to strengthen our North Region. Ericsson is ratified by the Talent Market Management office of Beijing personnel Bureau. We are now hiring:

1. Marketing /Sales Manager

- To achieve and maintain high level of sales, profitability and cus-

- customer satisfaction within assigned area;
- University degree in business of technical field;
- Minimum 5 years marketing experience, in telecommunications field preferred.

2. Product Manager

- To be responsible for System Design of technical proposals in our GSM and TACS projects and coordinate technical work related with tender preparations;
- To be responsible for technical negotiation in the contract discussion;
- To introduce the customer to Ericsson's products by arranging seminars and presentations of new or enhanced products and functionality;
- Minimum, 5 years working experience in telecommunication and at least 3 years working experience for Network Planning or Design of Telecommunication Networks within either Fixed or, preferably, Mobile systems.

3. Mobile Telephony System Support Engineer

- To provide technical support to the customers;
- To implement all software changes in the system;
- Open – minded, has flexible attitude and willing to work in a team of diverse professional and cultural backgrounds;
- University degree in Electronic/Telecommunication engineering, Computer Science or equivalent Technical backgrounds.

4. Radio Network Design and System Optimization

- To carry out RF measurements;
- To perform initial running activities and Radio Network optimization;
- Technical University or equivalent with other education and experience in Telecommunications Engineering.

The successful candidate must be Beijing resident. If you have the qualifications we are looking for, please send detailed resume in English and Chinese with current and expected salary information plus a recent photo to:

Human Resources Department
Ericsson (China) Co. Ltd.
No. 9, Chaoyang Road
Beijing 100027

译 文

令人激动的就业机会——顶尖电信公司招聘

爱立信是世界上重要的通信公司之一，其先进的个人及公共移动和有线通信系统和产品享誉全球。在中国通讯市场，爱立信扮演着重要的角色。正因为爱立信的出色表现，加强北方地区的工作时机已经成熟。经北京人事局人才市场管理办公室批准，爱立信现招聘以下职位：

1. 营销经理

- 在指定地区能取得并维持业绩，利润及客户满意度；

- 有专业大学学历及学位；
- 5 年以上的营销经验，最好是通信营销方面。

2. 产品经理

- 负责 GSM 和 TACS 项目的技术系统设计，协调投标方案的技术部分；
- 负责合同谈判中的技术部分；
- 通过举办研讨会，展示会向顾客推介爱立信的新产品和产品的新功能；
- 有 5 年以上从事通信工作的经验和至少 3 年的固定工作经验，最好是移动通信网络系统规划及设计方面的工作经验。

3. 移动电话系统支援工程师

- 为顾客提供技术支援；
- 实施软件系统改造；
- 性情开朗，态度灵活，愿意与不同职业及文化背景的人共事；
- 有电子或通讯工程计算机科学或相关专业大学学历学位。

4. 无线网络设计及系统优化

- 实施 RF 测量；
- 实施前期运行及无线网络优化；
- 有专业技术学院学历或通讯工程方面的同等学历和工作经验。

应聘者需北京户口。符合条件需附中英文简历、薪水要求及近照一张寄：

北京朝阳路 9 号

爱立信 中国 有限公司人力资源部

邮编 100027

第三章 求职申请信

Application Letters



Example 1

Dear Sir,

In reply to your advertisement in today's newspaper regarding a vacancy in your office, I wish to apply for the position of senior clerk which you have specified.

I feel confident that I can meet your special requirements indicating that the candidate must have a high command of English, for I graduated from the English Language Department of × × University three years ago.

In addition to my study of English while in the university, I have worked for three years as secretary in the firm of ABC Trading Co. Ltd.

The main reason for changing my employment is to gain more experience with a superior trading company like yours. I believe that my education and experience will prove useful for work in your office.

I am enclosing my personal history, certificate of graduation and letter of recommendation from the president of the University, I shall be obliged if you will give me a personal interview at your convenience.

Very truly yours

译 文

敬启者：

顷阅今日报纸，得悉贵公司招聘职员，本人符合报载所列条件，拟参加应征。