

Unit 1 Getting Ready for a Job Interview

Unit Goals

1. Talking about your education, working experiences and hobbies
2. Describing your qualifications
3. Asking for and giving information about job interview
4. Understanding job advertisements and requirements
5. Learning to write an application letter and resume

Section One Open Your Mouth

Lead-in

After you have studied three or four years at the college or university, you will go forward to the society to find a suitable job, which you might have been dreaming about for many years. You should prepare a lot of things before entering the job market. If you are familiar with the job-hunting process very well beforehand, you will achieve the unexpected results successfully in a short time. First of all, you should prepare your personal information, including your educational background, special skills, working experiences, hobby and interests, etc. for the job interview.

Warm-up Questions

Before you can achieve your goal of securing a dreamed job, you should first prepare thoroughly for the job interview.

Typical questions you should prepare for are:

- ◆ What is the most common way for people to know a job position?
- ◆ What do you think is the most important step for job application?
- ◆ Give me a brief self-introduction.
- ◆ What job are you applying for?



- ◆ What do you know about our company?
- ◆ Why should we hire you?
- ◆ What would you do if we do not offer you this job?
- ◆ Do you like working alone or as a part of a team?
- ◆ What is your expected salary?
- ◆ Do you have any questions for me?



Conversation A Having an Interview on the Telephone

In this part, we are going to learn the ways to make an appointment for a successful interview on the phone.

Receptionist: Hello, IT Corporation. Can I help you?

Michael: Hello, May I speak to Mr. Li Ming, Director of Personnel Department of your company?

Receptionist: One moment, please. I'll put you through.

Mr. Li: Hello. This is Li Ming speaking.

Michael: Good morning, Mr. Li. I'm Michael. I'm calling to confirm that you have received my application form and my resume.

Mr. Li: Good morning, Michael. We have received your application and resume in answer to our advertisement. Would you mind if I ask you some questions now?

Michael: Never mind, please do.

Mr. Li: What job do you enjoy most?

Michael: I like the job that is challenging and can offer more chances for my further development and promotion. That's why I apply for this position.

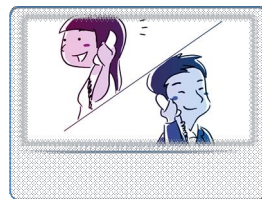
Mr. Li: Good. Do you think you are qualified for this job?

Michael: Yes, I think so.

Mr. Li: Why?

Michael: My major is electronic technology and I have grasped the basic theory and have worked as a part-time worker in this field in some famous companies in my free time, so I am convinced I am the right person for you.

Mr. Li: Pretty good. You are very confident in yourself. Could you tell me





- why you choose our company?
- Michael: I think working in your company would give me a better chance to use what I have learned in college. And I'll be able to develop my abilities here if I am given the opportunity.
- Mr. Li: Employees in the company must have a good command of English. Tell me about your ability in speaking and understanding English.
- Michael: I began to learn English when I was in middle school. I have passed College English Test Band 4 and 6. Besides, I won the second place in my school's English Speech Contest. I am sure that my spoken English is good enough to express myself fluently.
- Mr. Li: Do you have other special skills?
- Michael: I think I have the ability to organize, coordinate, and supervise different kinds of work. Mr. Li, I really want to set up an interview with you as soon as possible.
- Mr. Li: Uh,...How about Monday morning, nine o'clock? Is that right for you?
- Michael: Sure, I will be there on time. Thank you very much.
- Mr. Li: Right, talk to you later, good-bye.
- Michael: Good-bye. I'm looking forward to meeting you.



Language Focus

1. one moment, please. 请稍等。
2. put...through 接通电话
I'm very sorry to have kept you waiting. I will put you through to Ms. Wang.
非常抱歉让您久等了。我现在就帮您接通王女士的电话。
3. This is.... 我是.....
用英语打电话用 **this** 表示自己一方, 用 **that** 表示打电话的另一方。例如:
This is Mary speaking. 我是玛丽。(不用 I'm Mary.)
Is that Mr. Li speaking? 您是李先生吗?(不用 Are you Mr. Li?)
Who is that speaking? 你是谁?(不用 Who are you?)
This is me (speaking). 是我。
4. I'm calling to confirm... 我打电话是想确认..... 例如:
I'm calling to confirm our dinner appointment this weekend.
我打电话是想确认一下本周末我们的晚餐约会。
I'm calling to make sure whether the opening you advertised in the paper has been





filled yet. 我打电话来确认一下你们在报纸上招聘的职位是否有人了。

5. be qualified for... 有……资格、胜任 例如:

There can be no doubt that she is qualified for this job.

毫无疑问她能胜任这项工作。

I applied for this position simply because my educational background and professional experience make me qualified for the job. 我来应聘是因为我的教育背景和工作经验使我能够胜任这份工作。

6. have a good command of... 精通……

I have a good command of operating computer. 我精通计算机操作。

He has an impressive command of the details. 他对细节极为了解。



Conversation B Having a Job Interview Face to Face

In this part, suppose you are going to have an interview in a company. Try to follow Michael to make a successful interview.

Michael: Good morning, my name is Michael. I am applying for the position of computer programmer in your company. I am here for an interview as requested.

Manager: Sit down, please.

Michael: Thank you.

Manager: Which college are you attending?

Michael: I am attending Beijing Polytechnic.

Manager: When will you graduate from that college?

Michael: This coming July.

Manager: What is your major?

Michael: My major is multi-media technology.

Manager: How have you been getting along with your studies so far?

Michael: I have been doing quite well at college. According to the academic records I've achieved so far, I am confident that I will get my college diploma this coming July.

Manager: How about your academic records at college?

Michael: They are all above average.

Manager: Did you get any honors and awards at college?

Michael: Yes, I was awarded a scholarship from the college every year. In 2011, I participated in the National Contest of Maths Model and I won the



The Interviewer is not looking for personal information, each question relates to your professional expertise



prize. In June of 2010, I took part in Beijing College English Speech Contest and was awarded the first place.

Manager: Which band have you passed in College English Test?

Michael: I have passed Band Six in College English Test.

Manager: What kind of character do you think you have?

Michael: Generally speaking, I am an open-minded person.

Manager: What are your strongest points?

Michael: Cheerfulness and friendliness.

Manager: How would your friends or colleagues describe you?

Michael: They say Michael is a friendly, sensitive, caring and determined person.

Manager: Do you have any special interests except your job?

Michael: My chief interests are swimming and mountain-climbing with my friends.

Manager: What starting salary would you expect here?

Michael: Since the job will be my first job and I don't have much experience, I'd require a starting salary of 2500 yuan a month.

Manager: It's time to close our talk. Do you have any questions you would like to ask me?

Michael: What are the main objectives and responsibilities of the position?

.....

Manager: Well, that's all for the interview. We shall inform you as soon as we have made our decision.

Michael: Thank you for interviewing me. I am available at any time. I will look forward to hearing from you.



Key Words and Expressions

attend [ə'tend] v. 参加, 伴随, 出席, 照顾, 护理

background ['bækgraʊnd] n. 背景

Polytechnic [ˌpɒli'teknik] n. 理工大学, 工业大学

major ['meɪdʒə] n. 主修 vi. 主修

course [kɔ:s] n. 课程

degree [di'ɡri:] n. 学位

promotion [prəʊ'məʊʃən] n. 晋级, 增进, 促进, 提升, 推广

opportunity for promotion 晋升机会





position [pə'ziʃən] n. 位置, 职位, 形势, 立场, 地位

apply for 申请

professional [prə'feʃən] adj. 专业的, 职业的 n. 自由职业者, 专业人员

position desired/ wanted 希望职位

job/employment objective 工作目标

commissary ['kəmisəri] n. 委员, 代表

Students' Union 学生会

president ['prezident] n. 主席, 会长

academic [ækə'demik] adj. 学业的, 学院的

academic records 学习成绩

reward [ri'wɔ:d] n. 奖励, 报酬, 酬谢, 赏金

scholarship ['skɒləʃip] n. 奖学金

average ['ævərɪdʒ] adj. 平均的, 通常的, 一般的

command [kə'mɑ:nd] n. 掌握, 运用能力

according to 根据, 按照

be confident that 对……有信心

practical ['præktɪk] adj. 实际的, 实用的, 实践的, 应用的, 有实际经验的

College English Test—Band Four 大学英语四级考试

College English Test—Band Six 大学英语六级考试

PRETCO : Practical English Test for Colleges 全国高职高专实用英语测试



Language Focus

1. I'm here for an interview as requested. 我是应约来此面试的。

2. I've come to apply for the position as an office clerk.

我是来应聘办公室文员一职的。

3. graduate from... 毕业于……学校

She will graduate from Peking University in July this year.

她将于今年七月毕业于北京大学。

4. major 专业

My major is Business English. 我的专业是商务英语。

I major in Business English.

5. How about your academic records at college? 你大学时学习成绩如何?

6. That's all for... ……结束了。

That's all for our class. 今天的课就上到这儿。

That's all for Lesson 2. 第二课就上到这里。





Data Bank

Words for Personality (形容性格的词汇)

able 有才干的, 能干的	aggressive 有进取心的	careful 办事仔细的
active 主动的, 活跃的	ambitious 有雄心壮志的	confident 有信心的
adaptable 适应性强的	capable 有能力的, 有才能的	conscientious 认真的, 自觉的
considerate 体贴的	cooperative 有合作精神的	creative 富创造力的
dependable 可靠的	disciplined 守纪律的	efficient 有效率的
earnest 认真的	energetic 精力充沛的	expressive 善于表达
faithful 守信的, 忠诚的	frank 直率的, 真诚的	friendly 友好的
generous 宽宏大量的	hard-working 勤劳的	hospitable 殷勤的
industrious 勤奋的	intelligent 理解力强的	modest 谦虚的
motivated 目的明确的	open-minded 虚心的	precise 一丝不苟的
punctual 严守时刻的	qualified 合格的	reasonable 讲道理的
reliable 可信赖的	responsible 负责的	self-conscious 自觉的
sensible 明白事理的	selfless 无私的	sincere 真诚的
smart 精明的	strict 严格的	strong-willed 意志坚强的
tireless 孜孜不倦的	easygoing 平易近人的	independent 独立的



Words for Education (关于教育的词汇)

Associate Diploma 大专证书	university 大学	college 学院
professional qualification 职业资格	master's degree 硕士学位	bachelor's degree 学士学位
curriculum 课程	major 主修	minor 辅修
specialized courses 专门课程	courses taken/ completed 所学课程	special training 特别训练
social practice 社会实践	part-time jobs 业余工作	full-time jobs 全职工作
vacation jobs 假期工作	summer jobs 暑期工作	extracurricular activities 课外活动
physical activities 体育活动	recreational activities 娱乐活动	social activities 社会活动
scholarship 奖学金	students' union 学生会	model student 三好学生
excellent leader 优秀干部	excellent League member 优秀团员	academic year 学年





semester 学期 (美)	term 学期 (英)	pass 及格
fail 不及格	marks 分数	grades 分数
scores 分数	monitor 班长	vice-monitor 副班长
commissary in charge of studies 学习委员	commissary in charge of entertainment 文娱委员	commissary in charge of sports 体育委员
commissary in charge of physical labor 劳动委员	Party branch secretary 党支部书记	League branch secretary 团支部书记
commissary in charge of publicity 宣传委员	commissary in charge of organization 组织委员	undergraduate 大学毕业生



Expressions on Telephone

◆ Asking for the right person 寻找合适人选

您好, 我可以和.....先生 / 女士讲话吗?

1. Hello, may I speak to Mr...?
2. Hello, could I speak to Mrs...?
3. Hello, I'd like to speak to Mr...
4. I want to speak to Mr. ..., please.
5. Hello, Is (Andrew) in? 您好, 请问 (Andrew) 在吗?

◆ Asking for Identification 询问对方身份

请问您哪位?

1. Who is calling (,please)?
2. Who is speaking (,please)?
3. Who is that (,please)?
4. May I ask who is calling?

◆ Identifying Yourself 确定接线人身份

我就是.....

1. This is Mr... calling.
2. This is Ms... speaking.
3. This is Mr....
4. It's me.
5. Wang Ming, please. 我是王明, 请讲。
6. Wang Ming is here. 我是王明。

◆ Asking the Caller to Leave a Message 请打电话者留言

你想留个口信给他吗?

1. Any message for him?
2. Do you want to leave a word for him?
3. Can I take a message for him?





4. Would you like to leave a message?

◆ **Telling the Person on the other End to Hold on** 告诉对方别挂线

1. Hold on one moment, please. 请等一下。
2. Hold on, please. 请先别挂电话。
3. Hold this line, please. 请稍等一下。
4. Just a second, please. /Just a moment, please. 请稍等。

◆ **Ending a Conversation by the Caller** 打电话者结束对话

1. Well, it's been nice talking to you. 哦，跟您谈话很愉快。
2. Thanks for your time. 谢谢您花费时间了。
3. I appreciate your help. 我感谢您的帮助。
4. I've really enjoyed talking to you. 跟您谈话我非常愉快。

◆ **Ending a Conversation by the Person Being Called**

1. Well, thanks for calling. 谢谢您打电话来。
2. It was really good to hear from you. 接到您的电话真是太好了。
3. Give me a call if you have any questions.
如果您有任何问题就给我打电话。
4. Let me know if I can be of any help.
如果还有什么需要帮助的，就告诉我。



Talk Show

1. Suppose you are going to graduate this coming July. You are expected to have a talk with the director of the HR, Mr. Andrew, on the phone for a job interview. According to the clue, try to make a conversation with your partner, and then change your roles.

2. Jack Zhang, one of your former colleagues, wants to apply for the sales manager of IT Company. He is having an interview with the general manager of the HR in the conference room. According to the clue, try to make a dialogue with your partner on how to make a successful interview, and then change your roles.

Section Two Sharpen Your Eyes

Lead-in

You have already prepared your personal detailed information for the interview very well. And then you should know what to prepare for having a job interview with interviewers face to face, which is the last but key step for you to be accepted or not by the company.





Warm-up questions

1. When you are having a job interview, what you should pay attention to?
2. How can you leave a good first impression on the interviewer?
3. After interviewing, what should you do?



How to Behave in an Interview

In order to make a good impression during a job interview, you need to prepare yourself for it first. Find out all you can about the job you are applying for and the organization you hope to work for so that you are not speechless when they invite your answers.

Make sure you know where and when you have to report for the interview. You must arrive in plenty of time for the interview, so that you give yourself a little time to relax before the interview begins.

The impression you make as you walk into the room is very important. Before the interview, try to find out if the company or organization has rules about the dress. Then try to dress properly according to their regulations. Dress should be clean, neat and professional.

You also need to plan what you are going to say. In some interviews, you will have to do a lot of talking, and in others you will only have to answer a few questions about your education and working experience. You need to have answers already about yourself, your schoolwork, your strong points, your reasons for applying for the job, and the salary you expect. During the interview, you should express yourself confidently and naturally, speaking slowly and clearly, and looking at the interviewer squarely in the face. Think about it carefully before you answer any questions, but do not talk too much.

You will also be allowed to ask some questions of your own. The questions you ask will show the interviewer that you have given careful thought to the position. Make sure that holidays and pay are not the first things you ask about. You can ask questions like these: What duties will I have to do in the job? Does the company provide health insurance? Does the company provide opportunities for further education? If all your questions have been answered during the interview, reply "In fact, I did have several questions, but you have already answered them all."

If you can't understand, ask, "Would you mind repeating the question,



please?" The question will be repeated in different words.

If you are not definitely accepted or turned down on the spot, ask, "When may I expect to know the final results of interview?"

If you do receive a letter offering you the job, you must reply by letter as soon as possible.

At last, when the interview ends, you should thank the interviewer for his/her time, help or information.



Key words and Expressions

behave [bi'heiv] v. 举动, 表现

speechless ['spi:tʃlis] adj. 无话可说的, 哑口无言的

regulation [regju'leiʃən] n. 规则, 规章

strong points n. 优点, 长处

apply for v. 申请, 请求

insurance [in'ʃurəns] n. 保险, 保险业

interviewer ['intəvju:ə] n. 主持面试者, 会见者, 面谈者

interviewee [intəvju:'i:] n. 被接见者, 被采访者, 被访问者

duty ['dju:ti] n. 责任, 职责, 关税, 职务, 义务

further education 进修

turn down 拒绝

on the spot 当场, 现场



Language Focus

1. Find out all you can about the job you are applying for and the organization you hope to work for ...

此句中 you are applying for 是定语从句, 修饰先行词 the job, 意思是你应聘的工作; 同样 you hope to work for 是定语从句, 修饰先行词 the organization, 意思是你希望工作的机构、公司、单位。

2. The impression you make as you walk into the room is very important.

as, 连词, 相当于 when, 意为“正当……的时候, 随着……”此句中 as you walk into the room 的意思是当你走进房间的时候。

例如: I saw her as she was getting off the bus.

正当她下车的时候, 我就看见了她。

As time goes by, our friendship is more valuable.





随着时间的推移，我们之间的友谊变得更加珍贵。

3. During the interview, you should express yourself confidently and naturally, speaking slowly and clearly, and looking at the interviewer squarely in the face.

此句中 speaking slowly and clearly, looking at ... 是现在分词作状语，

例如：The students walked out of the classroom, talking and laughing.

同学们走出教室，又说又笑。

Seeing the professor, the students smiled and said good morning to him.

学生们看见了教授，微笑地向他问早上好。

4. You will also be allowed to ask some questions of your own.

be allowed to 被允许做……

例如：You are not allowed to smoke here. 此处禁止吸烟。

The children under 3 years are allowed to enter the room without ticket.

三岁以下的孩子免费入场。

5. ...I did have several questions...

此句中 did 表示强调，以加强语气。

例如：I did finish my task yesterday. 我昨天的确完成了我的任务。

Do be careful! 千万要小心啊！

Follow-up Exercises

I. Decide each of the following statements is true or false.

1. Before you go to an interview, you should try to find out as much information as possible about the job and the organization you apply for.

2. Generally, interviewers don't mind girls wearing low-cut dresses with miniskirts.

3. In order not to be late or get to the wrong place, you'd better get into the office in person before the interview.

4. During an interview you must answer all the questions quickly. So you can't think before you answer.

5. You should ask about the results of the interview when nobody tells you whether you are accepted or not.

II. Read and Translate

Tips for Interview

You are expecting to have an interview for that job you have been dreaming of for years. Here are some interview tips that can help you begin your career on the right foot.



1. Do plenty of research on the company to show your knowledge and abilities before the interview. This will help boost your credibility, show your sincere interest in the position, and formulate questions you may want to ask the interviewer.

2. Plan the route. Map out the location and any alternate routes that may be helpful. Figure out how long the drive or commute will be, parking options, and any other factors that may cause you to be late. Also, have the name and telephone number of the interviewer in case an unforeseen delay comes up.

3. Rehearse some common questions in the mirror or with a friend who can give you feedback.

What are your strengths?

What are your weaknesses?

Why do you want to work with our company?

Tell me about yourself.

4. Bring any paperwork that may be necessary. Always have your resume with you even if you have already submitted a copy online. Other documentation that may be helpful is your driver's license, social security card, and a portfolio of your work, if applicable.

5. Dress for success. Your dress should be clean, pressed, and professional. Double check your finger nails to ensure they are clean and manicured as the interviewer will see them if you are passing papers or signing documents.

6. Make every effort to arrive at least 15 minutes before the interview starts. This will give you time to visit the restroom to check your appearance, turn off your cell phone. Even more importantly, it will give you a moment to take a few deep breathes so you can walk in there calmly.

7. Come up with a few questions to ask the interviewer. At the end of the interview, you are likely to be asked if you have any questions. Usually, people are so concerned with what is going to be asked and they forget that they are allowed and encouraged to ask questions themselves. This will prove that you did research and hope to develop in the industry.

8. One of the most important interview tips that is often overlooked is to get plenty of sleep the night before. Anyone does not want it to appear as though you were up all night either partying or stressing. The interviewer wants to know that you can handle your responsibility.



Data Bank

The Titles of Common Positions 常见职位名称

Accountant 会计员, 会计师	Administrator 行政主管	Administration Assistant 行政助理
Architect 建筑师	Assistant Manager 经理助理	Business Manager 业务经理
Cashier 出纳员	Chief Accountant 总会计师	Chief Engineer 总工程师
Civil Engineer 土木工程师	Clerk 文员 (文书)	Director 董事
Electrical Engineer 电气工程师	Executive Director 行政董事	Executive Secretary 行政秘书
Financial Controller 财务总监	General Manager 总经理	Junior Clerk 低级文员 (低级职员)
Marketing Executive 市场部主任	Manager 经理	Marketing Manager 市场部经理
Marketing Officer 市场部办公室主任	Mechanical Engineer 机械工程师	Messenger 信差 (邮递员)
Plant Manager 厂长	Office Assistant 写字楼助理 (办事员)	Practice Nurse 见习护士
Quality Controller 品质控制员 (质量检查员)	Receptionist 接线生 (接线员)	Sales Engineer 销售工程师
Sales Executive 销售主任	Sales Manager 销售经理	Sales Representative 营业代表
Salesman 推销员	Secretary 秘书	Senior Clerk 高级文员 (高级职员)
Skilled Worker 熟练技工	Stenographer 速记员	Sub-Manager 副经理
Supervisor 主管	Surveyor 测量员	Technician 技术员
Operator 操作员	Translator 翻译员	Typist 打字员



Section Three Try Your Hands

1. Job Advertisements



Lead-in

Job Advertisements

Before looking for a job, reading job advertisements can help you understand a job description of the relevant company and set the stage for a successful interview presentation. Read the following two job advertisements and try to find out what qualifications they would require.



Sample 1

Salespersons needed

Our hotel is now recruiting part-time salespersons. Applicants should own the following conditions.

- (1) Age between 18 and 35
- (2) Having an active attitude towards work
- (3) At least having a college diploma
- (4) Being willing to endure hardship
- (5) Being outgoing, cooperative
- (6) Having related working experience
- (7) Computer skills are essential especially PowerPoint and Excel.

For more information, please contact Mr. Wang at 010-12345566 or visit [www. Jacky@GTT.Company](http://www.Jacky@GTT.Company)



Sample 2

Project Management Assistant Wanted

Responsibility:

- Provide services for the project in Shanghai.
- Provide assistance to the project manager for everyday work.
- Be responsible for file management, customer service for students and parents.
- Also investigate and recommend improvements to the project.

Requirements:

- Good English and computer skills.
- Patient, careful, responsible.
- Has strong team work spirit.
- A Master Degree is desired.
- Working experience in foreign company would be an advantage.
- Effective communications would be preferable.

Please send application letter and resume to:

Peter Chen

Human Resources manager

GTT Company

No 11. Jiuxianqiao Road, Chaoyang District, Beijing City, 100015, China

2. Application Letter

Lead-in

A letter of application typically provides detailed information on why you are qualified for the job you are applying for. Effective application letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

求职信：重点突出背景材料中最有关系的內容。一份好的求职信能体现你的清晰思路和你良好的表达能力和沟通能力。即你的沟通能力和你的性格特征。



Your application letter should let the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

When writing an application letter you should include:

- ◆ First Paragraph: Why you are writing - mention the job you are applying for and where you found the listing. ——求职的意向及信息的来源
- ◆ Middle Paragraph(s): What you have to offer the employer - mention why your skills and experience are a good fit for the job. ——符合应聘条件的技能及工作经验等
- ◆ Last Paragraph: Say thank you to the interviewers for considering you and hope an interview with them at any time ——对面试者进行感谢并期待着面试



Sample one

Apt. 603, Huamei building
No.9 Xingfu Road, Dongcheng District,
Shenzhen ,500000
P. R. China
July 25,2012

Human Resources Department
Xinchao Trading Co Ltd.
No.5 Changjiang Road, Jiangdong District
Shenzhen, 500000

Dear Sir or Madam ,

I am writing to apply for the position of a male engineer that you advertised in the July 20 issue of Southern Weekly. I would like to ask whether the opening you advertised in the paper has been filled yet. I am sure that you will find me qualified.

I am 22 years old, outgoing, hard-working and cooperative. I will graduate from Beijing Polytechnic this July, specializing in e-commerce. During my education, I not only studied hard all my courses with excellent academic results, but also participated in many kinds of activities both on campus and outside to enrich my learning and practical experience. You may find these in my enclosed resume.





Now I am looking for a job. The job your company offered is exactly the one that I am looking for. I can make the best use of the professional knowledge and experience that I have learned in the college. I believe that I am qualified for it. I would be very happy to work under your supervision if it is possible.

Thank you very much for your kind consideration. If there is any additional information you require, please contact me at any time at 010-12324556. I am looking forward to meeting you for a personal interview at your earliest convenience.

Respectfully yours,
Michael



Language Focus

1. I would like to ... 我想……

I would like to apply for the position you advertised in the newspaper yesterday.
我想申请你们昨天登在报纸上的职位。

2. reputation 名声

This restaurant has a good reputation. 这家餐馆名声不错。

3. specialize in 主攻, 主修

His brother specialized in accounting at college.
他的哥哥大学时主修会计专业。

4. enclose 把……装入信封, 附入

I enclose a cheque form \$50 (with this letter).
我(随信)附寄一张 50 美元的支票。

5. supervision 主管, 指导, 管理

This work was done under my supervision.
这项工作是在我的监督下完成的。

Sample Two

Room 602,Building 5, Kongjiang Road,
Yangpu District,
Shanghai,200093
Feb.1st,2012

Ms. Wang Fang
Personnel Department
The Great Wall Computer Center





Dear Ms. Wang,

I am currently a network engineer employed in a business network company. After having read the job advertisement published by your company yesterday, I'm willing to apply for the job of Network Engineer and hope to become one of your members.

I graduated from the Computer Department of Tsinghua University with a master degree in 2008. I've been working as the Manager of the Network Support Department of IT Company, mainly responsible for the network structural design, the evaluation on database architecture scheme, the arrangement of technical personnel for network foreground and background system development and engineering inspection, as well as routine management of the department.

In terms of technical basics, I'm good at ASP, PHP and Servlet used in Web database application program, and familiar with Unix system, Linux system, Windows system. All the above mentioned are frequently applied in my work assignment. Therefore, I believe that I can meet your application conditions of your company.

As to my other qualities, I think I can prove my advantages if you give me a probation period.

I am available at any time for an interview. Thank you for your consideration. I'm looking forward to hearing from you.

Yours faithfully,
Wang Chao



Format of Application Letter

- ◆ Heading 信头: 写信人的地址和日期
- ◆ Inside Address 信内地址: 收信人的姓名和地址 (可以省略)
- ◆ Salutation (Greeting) 称呼: 信内地址下面空两行
- ◆ Body of Letter 正文
- ◆ Complimentary Close 客套结束语: 正文下面两行
- ◆ Signature 签名
- ◆ Enclosure 附件 (简历或证明材料)





Address of writer

Date

Inside Address 信内地址：收信人的姓名和地址（可以省略）

Dear Sir or Madam,

Beginning of the letter 英文求职信的开篇

.....

Introducing yourself 进行自我介绍部分

.....

About your personal ability 谈个人的能力

.....

About the enclosure and other 关于你的其他资料或情况

.....

Ending 完成

.....

Yours faithfully,

Your name（你的姓名）

求职信小结：

1. 基本要求

求职信通常一页长，有开头，中间部分和结尾；通常首先是介绍你的身份和写信目的，接着写出或推销出你的优势或长处，在结尾处你建议下一步的行动。这三部分的内容一般占三或四段，但你不必死守规则，可灵活运用。

2. 电子邮件求职信

电子求职信的形式要简洁；最好不要用附件，而是把求职信和简历写在邮件内。因为附件可能在招聘者的电脑里打不开，即使打开了，也可能不再是精心设计的样式。



Now It's Your Turn

1. Suppose you are Michael, who graduated from a university with a Master

Degree. You have seen a job advertisement in *China Daily* and have decided to apply for the job. Write a letter of application to this company to apply for the post of a marketing manager advertised in this paper.

Marketing Manager Required

Our company is now recruiting an marketing manager. Applicants must be:

- (1) Not more than 40
- (2) Skilled in computer operation
- (3) fluent in English
- (4) Organized and responsible
- (5) Experience in foreign company would be an advantage.

2. Suppose you are a graduate and try to find a job. A company needs a full-time accountant. Try to write the letter of application.

Data Bank

◆ 信头的写作方法

1. 信头一般写在信纸的右上面。信头一般不要写得太高，信头的上面要留些空白。
2. 通常在写信头时，第一行写门牌号和街名，第二行写地区名，第三行是日期。一般信头每行末不用标点符号，但每行中间应用的标点不可少，城区名和邮政编码之间，日月和年份之间要用逗号隔开。
3. 需写邮政编码，邮政编码写在城市名称后边，用逗号隔开。
4. 信头的书写格式有两种：并列式和斜列式。所谓并列式是指信头各行开头上下排列整齐。而所谓斜列式是下一行开头较上一行的开头向右移一至两个字母的位置。

◆ 信内地址 (inside address)

信内地址包括收信人的姓名称呼和地址两部分。社交的私人信件信内地址是省略的。信内地址的位置位于信头的左下方，它的开始行低于信头的结尾行，位于信纸的左边。

信内地址先写收信人的头衔和姓名，再写地址，地址排列次序同信头一样。信内地址的书写格式也有两种：并列式和斜列式。一般来讲，信头和信内地址所用的格式总是保持一致的。标点符号的使用也与信头一样。

◆ 对收信人的头衔和姓名的常见称呼

称呼是对收信人的尊称语，自成一，与信内地址上下排齐。在美国用“My Dear”比用“Dear”还要客气，而英国的用法恰巧相反。对于一个陌生的人通信一般用“Dear Sir”或“Dear Madam”。另外需要注意的是称呼后面用逗号。

无职称的男子用 Mr.(加姓)





已婚的女子用 Mrs.(加女子丈夫的姓)

未婚的女子用 Miss

婚姻状况不明的女子用 MS.

博士或医生用 Dr.(Doctor)

有教授职称的用 Prof.(Professor)

总经理、校长、会长、总统用 Pres.(President)



◆ 结尾语 (complimentary close)

结尾语就是结尾的客套语。一般写于正文下空一两行后, 第一个字母大写, 末尾用逗号。结尾语措辞的变化依据情况而定, 通常有以下几种:

(1) 写给单位、团体或不相识的人的信用:

Yours (very) truly, (Very) Truly yours

Yours (very) faithfully, (Very) Faithfully yours,

(2) 写给尊长上级的信可用:

Yours (very) respectfully,

Yours (very) obediently,

Yours gratefully,

也可以将 Yours 放在后面。

(3) 写给熟人或朋友的信可用:

Yours, Yours ever, Yours sincerely,

Yours cordially, Yours devotedly,

也可以将 Yours 放在后面。

(4) 给亲戚或密友的信可用:

Yours, Yours ever, Yours sincerely,

Yours devoted friend,

Lovingly yours,

Yours loving son (father, mother, nephew...),

以上各种情况 yours 无论放在前面或是放在后面都行, 但不可缩写或省去。

◆ 签名 (signature)

签名是在结尾客套语的下面, 稍偏于右, 这样末一个字可以接近空白边和上面的正文一样齐。签名当用蓝钢笔或圆珠笔, 不能用打字机打。签名上面可以用打字机打出所在公司名称, 下面也可打出职位。如写信人为女性, 则可在署名前用括号注明 Mrs. 或 Miss。

签名的格式不能常变换。如一封签 G·Smith, 另一封签 George Smith, 第三封用 G·B·Smith, 这是不合适的。男子签字前不可用 Mr.、Prof. 或 Dr. 字样。

◆ 英文书信信封的写法 (superscription)

英文书信信封的写法同中文也不一样。具体来讲, 英文书信应这样安排信封内容。

1. 寄信人姓名地址写在信封的左上角。收信人的姓名地址写在信封中间靠下或靠右地方。姓名要单独成行。姓名地址的写法同信头 (heading) 和信内地址 (inside address)



一样。所用格式（并列式或斜列式）也同信内的安排一致。注意写上邮政编码。

2. 信封左下角可以写些说明语。如写上 General Delivery（平信）、Registered（挂号信）、Express（快件）、Air mail（航空）、Personal（亲启）、Please Forward（请转交）、Printed Matter（印刷品）、Book Post（图书邮件）、Manuscripts（稿件）、Photos Enclosed（内有照片）、Top Secret（绝密件）等。

3. Resume

Lead-in

After you have finished writing your own application letter, you also need to prepare your resume for a job interview. A winning resume can get you the interview and set the stage for a successful interview presentation. A resume contains key information about yourself, which should be carefully assembled and presented so that prospective employers will be impressed not only by your qualifications but also by your presenting ability.

When writing a resume, you should include:

- ◆ personal details, including name, sex, nationality, political background, address, native place, telephone number, e-mail address, date of birth, etc.
- ◆ Job objective
- ◆ Educational background
- ◆ Working experience
- ◆ Special skills and abilities
- ◆ Awards and honors
- ◆ Interests and hobbies
- ◆ Self-evaluation
- ◆ References

简历其实就是
对你自己简短
的描述,说明你
的个人经历、能
力、受教育情
况、技能等,也
可以说简历是
你自己给自己
做的广告

Sample One

PERSONAL INFORMATION

Name: Michael

Gender: Male

Nationality: Chinese

Native place: Shanxi Province

Date of birth: October 1, 1986

Health: Excellent





Address: Room103, the 8th Students Building, Beijing Financial University

Zip code: 100000

Phone number: 13520000000

E-mail: Michael@sohu.com

JOB OBJECTIVE

Assistant Accountant in a foreign enterprise

EDUCATION

2008-2012, Bachelor Degree of Accounting, Management School of Beijing Financial University.

Major courses taken include: Accounting Principles, Financial Management, Cost Analysis, Cost Accounting, Economic Mathematics, Business Statistics, Computer Data-processing, Financial systems in the west, Business English and so on.

2005-2008, Beijing Polytechnic, majoring in accounting.

WORK EXPERIENCE

In the Summer Vacation of 2006 and 2007, I practiced as a part-time accountant in a household electrical appliances company, gaining knowledge of finance and accounting.

Working as an assistant to my teachers to be responsible for our class daily work in my free time, mainly making and filling in the form, checking and distributing the prizes and scholarship.

AWARDS

In 2006 and 2007, model student in the university (Awarded to top 10% students).

COMPUTER ABILITIES

Passed the Grade 2 of National Computer Test.

Be familiar with all kinds of office softwares.

LANGUAGE SKILLS

Passed CET-6.

Communicate with others fluently in English.



HOBBIES

Swimming, long-distance running and reading.

SELF-EVALUATION

Self-confident, reliable and responsible.

Sample Two

Wang Fang

No.2 Chengdu Road,

Shanghai 200000

The People's Republic of China

Job objective	Seek a position as a computer programmer
Work History	September, 2010 --- August, 2012, Engineer, Apple Computer Company, Shanghai, mainly in charge of developing , testing different kinds of software July, 2008 --- August, 2010, Technician, Dolong Electronics, Ltd, Shanghai, working with engineers and designers on experiments for improving quality of electronic products
Education	Bachelor Degree, 2008, Shanghai Tongji University
Major	Computer science
Foreign Language	Excellent reading ability, good at translation and speaking ability
Personal Data	Born: April 15, 1985, in Shanghai, China Gender: Female Marital status: Single Health: Excellent Hobbies: Swimming, running, reading
References	References are available upon request





Format of Resume



Personal Information

Name:	Gender:
Nationality (Native place):	Date of Birth:
Birth Place:	Political background (政治面貌):
Marital Status:	Health:
Telephone:	Cell Phone:
Fax:	E-mail:

Job objective

Education Background (Name of the school, Degree or diploma earned, relevant courses, any specific honors and social activities, etc. appropriate for the position)

Computer Abilities

English Skills

Working Experience (Dates, positions, places, and details of duties and responsibilities)

Hobbies and others

Self-Evaluation

References upon request. (如有需要, 可提供证明人。)

简历总结:

1. 长度: 1-2 页。
2. 原则: 陈述有利信息, 争取成功机会, 简单明了。
3. 内容:
 - 1) 你是谁? ——因为他不认识你
 - 2) 你想干什么? ——这是他要知道的
 - 3) 你能干什么? ——你要证明的
4. 要求: 从最高学历写起。
5. 意向:
 - 1) 目标明确, 切忌过多
 - 2) 主次分明, 先后有序
 - 3) 最好一份简历对应一份工作





Now It's Your Turn

1. Now try to design a resume for yourself according to the above samples and format, which can be used when you get a job interview.
2. Read the resume first, and then translate it into Chinese.



Peter Wang
123 Southeast Road
Haidian District
Beijing, 100081
P. R. China
Telephone: (010) 68423390
E-mail: peter wang11@126.com

OBJECTIVE

A position related to English teaching, translation and editor

EDUCATION

Beijing Normal University

Master Degree in Business English , 2008

- ◆ President in the Students' Union for four years 2004-2008
- ◆ Excellent league member 2006-2008
- ◆ Earned first and second scholarship for four years
- ◆ Took courses in Business English, Professional English, English Translation, Writing, Communication Arts and Skills, etc.

WORK EXPERIENCE

2008—2012 employed as a vice-editor, editing and correcting word documents in China Daily

2007—2008 working as a tutor, teaching middle school students English at weekends

SPECIAL SKILLS

Have good English speaking, listening, reading and writing abilities.

Be skilled in various computer software.



SELF-EVALUATION

Outgoing, hard-working and easygoing.

References upon request.

Data Bank

◆ 说明写应征函的起因 (Beginnings for Letters of Application)

1. My interest in the position of ... has prompted me to forward my resume for your review and consideration.

因为对××一职感兴趣，所以奉上我的简历，请查阅和考虑。

2. Learning from Mr. Zhang that you are wanting a ... I would like to apply for this position.

从张先生那里得知，贵单位正在招聘××人选，我愿意应聘此职。

3. The ... position advertised in *51Job* on October 12 intrigues / interests me greatly. I believe you will find me well-qualified.

我对 10 月 12 日《51Job》上刊登的××一职很感兴趣。相信您将发现我是这一职位的合适人选。

4. Having noticed the advertisement in today's BTV Channel 1, I wish to apply for the position referred to.

我想申请在今天北京电视台 1 频道的广告中所提及的职位。

5. I would like to apply for the post of male engineer as advertised in today's newspaper.

今日 XX 报上刊登了招聘男性工程人员的信息，本人愿意应征此职。

6. Your advertisement for a telephone operator in the newspaper of March 8 has interested me, I feel I can fill that position.

贵公司三月八日在 XX 报上刊登招聘电话接线员广告，本人拜读极感兴趣，相信能担任此职。

7. I would like to apply for the position mentioned in your advertisement in (newspaper) of July 22.

贵公司七月二十二日在 XX 报刊登了招聘的职位，特此备函应招。

8. In answer to your advertisement in today's newspaper for a secretary, I wish to apply for this position.

阁下在今日 XX 报上刊登招聘秘书广告，本人获悉，特此应招。

◆ 自我介绍：叙述个人年龄、教育、经验等 (Introducing Oneself: About Age, Education and Experience, etc.)

1. I will be graduating from ... this year, majoring in...

我将于今年毕业于……，主修……专业。

2. During my education, I have grasped the basic principals of my major and have



worked as a part-time worker in this field in some famous companies in my free time as well. And the most important is that I can communicate with others freely in English. My ability to write and speak English is out of question. So I am convinced I am the right person for you. 在大学期间, 我不仅掌握了本专业基本的理论, 而且还具备在本领域内一些著名公司的工作经验。最重要的是我可以与他人轻轻松松进行英语交流, 听说能力毫无问题。因此, 我相信我正是合适人选。

3. My major in college was Art and Design.

本人在大学主修的是美术设计。

4. He won the university scholarship for four academic years in succession.

他连续四年获得了大学奖学金。

5. I shall obtain my B.S. in Computer Science from Tongji University in Shanghai next month. 本人将于下个月在上海同济大学获得计算机科学学士学位。

6. I specialized in telecommunications at University of Science & Technology of China, from which I graduated in July, 2011, with highest honors.

我曾在中国科技大学专攻电信专业, 于 2011 年七月以优异成绩毕业。

7. I was the editor of my school's newspaper at college. After graduation, I worked as an editorial assistant of *Xingxing Weekly* magazine and I got training over all operations of the magazine and other related tasks. 在上大学时, 我是学校的校报编辑。毕业后, 我在《星星周报》杂志社担任编辑助理, 曾受到过办杂志以及其他相关工作的全面培训。

8. I am very interested in administration and I did take some courses in it. I also performed well in the subjects. Hence I believe that I can do a good job in this position.

我对管理非常感兴趣, 而且我也学过这方面的课程, 而且成绩非常好。因此, 我相信我能做好这个职务。

◆ 叙述个人的能力 (About Personal Ability)

1. I have a fair knowledge of shorthand, and can write ninety words per minute.

本人熟悉速记, 每分钟速度 90 字。

2. At school I won a scholarship and the first prize in speech contest.

求学中, 我曾获得奖学金及演讲比赛冠军。

3. I am a good learner and have a thorough knowledge of my major.

我是一个优秀的学者, 同时深信对我的专业颇为熟练。

4. For the past three years, I have been engaged/worked as a monitor (a president in the Students' Union) in our class.

在过去三年, 本人一直担任班长 (学生会主席)。

5. I have organized many kinds of ...praised by the leaders of our college. 我组织过各种……, 受到了学院领导的表扬。

6. I passed CET-6. This is my certificate. Besides, I won the second place in the school English Speech Contest. 我通过了英语六级考试, 这是我的成绩证明。另外, 我在全校的英语演讲比赛中获得了第二名。

7. As you may learn from my resume, I have studied English for over ten years. So I





may say that I am sure quite competent in listening to, speaking, reading and writing English. 正如你可以从我的简历中所获悉的那样, 我学英语已经 10 多年了。所以可以说我在英语听、说、读、写方面的能力都很强。



8. I am good at computer and skilled in various computer software including Word 97, Windows XP, Powerpoint, Excel, etc. 我熟悉计算机操作, 并能熟练地应用包括 Word 97, Windows XP, Powerpoint, Excel 等各种计算机软件。



9. I have passed the Second Grade of National Computer Test.

我取得了全国计算机考试二级证书。

◆ 随函附寄物(附件)(About Enclosure)

1. I enclose a resume and my photograph.

随函寄上简历表及近照。

2. Enclosed please find a resume and a photo.

随函寄上简历表及相片各一份。

3. You will find enclosed an outline of my education and business training and copies of two letters of recommendation.

随函附寄有关本人的学历、工作经验等项的概要和两件推荐信复印件, 请核查。

◆ 关于薪金待遇 (About Salary)

1. I am quite willing to start with a small salary.

起薪多少, 本人并不计较。

2. As regards salary, I leave it to you to decide after experience of my capacity.

关于薪金, 请考验本人的能力再作定夺。

3. The salary I should require would be ...per month as a start.

待遇方面, 本人希望月薪……元起。

4. Money is not the only thing that I care about for the moment. You can decide on my capacity and experience.

钱不是我唯一关心的事, 你可以根据我的能力和经验来确定我的工资。

5. I have no definite requirement about the salary. I think you can treat me fairly on this point. What I weigh much is the chance to get the job, so I don't care much if your offer is reasonable. 我对工资没有具体要求。我想贵公司会在这点上公平对我。我注重的是工作的机会, 所以只要条件合理, 我不会计较太多。

6. I am paid RMB 1,800 plus some allowance and bonus that comes to about RMB 2,200 per month. 我的月薪是 1800 人民币, 之外加津贴和奖金, 一共大概 2200 元。

7. My present pay is RMB 3,000 yuan each month.

我现在月薪是人民币 3000 元。

8. I will follow whatever rules you have here.

我将服从您这里的规矩。

9. I'd require starting salary of 2,500 yuan a month.

我要求起薪每月 2500 元。





◆ 说明求职原因 (Reasons for leaving)

1. Your company has a good reputation in this area and I heard nothing but praise about it. 贵公司在本地区声誉很好, 有口皆碑。

2. I can make full use of the professional experience I have obtained.

我可以充分利用自己的专业经验。

3. Working in this company would give me the best chance to use what I have learned in the university. 在贵公司工作, 我就有机会充分运用我在大学所学的知识。

4. Your firm has a great future and is conducive to the further development of my abilities. 贵公司前途光明, 这有助于增强我的能力。

5. For high pay. 为了高薪。

6. For an excellent working environment. 为了优良的工作环境。

7. My application for this position is simply because that my educational background and professional experience make me qualified for the job.

我来应聘是因为我的教育背景和工作经验使我能够胜任这份工作。

8. I am interested in this post because I know your company is the largest one in China/the whole world.

我对这个职位感兴趣, 是因为我知道贵公司是国内/全球最大的公司。

9. I think it will be a good place for me to make use of my knowledge/ experience/ ability. 我认为这里是运用我的知识/经验/发挥我才能的好地方。

◆ 结尾: 请求面谈及客套语 (Ending: Request for Interview)

1. I should be glad to have a personal interview. 如获面试, 则感幸甚。

2. I hope an personal interview with you, and assure you that if appointed, I will do my best to give you satisfaction.

恳请惠予面试之荣。如蒙录用, 本人必竭尽所能, 为贵公司服务, 不负厚望。

3. I would appreciate your reply. Please contact me at 13612345678 any time. Thanks for your time and consideration.

如蒙回复, 不胜感激。请致电 13612345678, 任何时候均可。感谢您拨冗考虑。

4. I am looking forward to an interview with you at your convenience.

期待着在您方便的时候与您见面。

5. I would welcome the opportunity for a personal interview with you at your convenience. 期待着在您方便的时候与您面谈。

6. Thank you, I will look forward to hearing from you.

谢谢, 我会恭候您的通知。

7. If you feel that my qualifications meet your requirements, please note that I am available for an interview at your convenience. I look forward to your favorable reply. 如果您觉得我的条件符合您的要求, 我可以在您方便的时候与您面谈。我期待您的回复。

8. I hope my application will be taken into consideration.

我希望我的申请将被考虑。





◆ 常用的结束用语:

1. Sincerely,
2. Yours sincerely,
3. Yours truthful,
4. Yours faithfully,
5. Yours truly,



Read and Translate

Translate the following sentences into English

1. 我想应聘北京晚报上登载的英语教师这一职位。
2. 我认为我是一名合格人选。
3. 我在 IBM 公司做过 8 年的电脑工程师。
4. 我在天津汽车工程学院学习了三年, 希望能够到贵公司工作。
5. 希望您能够在方便的时候给我一次面试。
6. 我希望您对我的资历满意。
7. 我盼望着您的答复。

Section Four Have Fun

The Champion of Secretaries

One time a friend and I were talking about work and I asked him about his parents and what type of work they did. When it came to his mother he said, "She has the secretary of title." "Title" would be understood as championship. What my friend really meant was "Her title is secretary."





参考答案和翻译

Section One Open Your Mouth



Warm-up Questions (Possible answers)

◆ Through advertisements in newspapers, on TV, on the Internet and even the mobile phones, etc.

◆ Interview.

◆ I am hardworking and responsible, normally I won't stop work until I finish my work. I value practical knowledge much better than theories in the textbooks because I know that only by standing on the ground can I make a great success in my field.

◆ I am applying for the position of English teacher, office secretary, etc.

◆ I know the working conditions and surroundings of your company are excellent. The people and its culture attract me very much—all helpful for the further development of my abilities.

◆ It's my major and I have got enough working experience and I think working here could give me the best chance to use what I have learnt and to make a positive contribution to your company.

◆ In that case, firstly, I feel very sorry for not being able to serve you. It also means, in some ways, I am not qualified for this job very well. I'll think about your advice carefully.

◆ As a member of a team. I know the importance of cooperation, so I like working together with the other members. Moreover, I could complete my own mission successfully by myself.

◆ I have no definite demand on salary. I think your company will be reasonable and friendly in treating this matter. What I seek here is the fair opportunity you will offer me.

◆ Yes. I would like to know when I would get the final decision of interview.

对话 A 译文

接线员：您好，这是 IT 公司。你有什么事吗？

迈克：您好，我想找贵公司的人事部主管李明先生。

接线员：请稍等，我给您接通他的电话。

李明：您好。我是李明。

迈克：早上好，李先生。我是迈克。我打电话是想确认一下您是否已收到了我的申请表和简历。

李明：早上好，迈克。我们已收到你应聘的申请表和简历，我想问你几个问题，可





- 迈克：当然，请问吧。
- 李明：你最喜欢什么工作？
- 迈克：我喜欢具有挑战性并能为我未来发展和晋升提供更多机会的工作，这也是我应聘的原因。
- 李明：好的，你认为你能胜任这个工作吗？
- 迈克：是的，我想我能。
- 李明：为什么？
- 迈克：我的专业是电子技术并且我已掌握了基本的理论，还具备在本领域内一些著名公司的兼职工作经验，因此，我相信我正是合适人选。
- 李明：很好，你对自己很有信心。你能告诉我你为什么要选择我们公司吗？
- 迈克：我认为在贵公司工作能给我更好地运用我在大学所学知识的机会。如果给了我这个机会，我将会在此发挥我的能力。
- 李明：当本公司的职员必须精通英语。请告诉我你在英语会话和理解方面的能力。
- 迈克：我读中学时就开始学英语了。我已经通过了大学英语四、六级考试。另外，我在全校的英语演讲比赛中获得了第二名。我能用英语口语把自己的想法流利地表达出来。
- 李明：你还有什么特长吗？
- 迈克：我想我有组织、协调和监督各项工作的能力。李明先生，我非常希望尽快和您当面谈谈。
- 李明：哦……星期一上午九点可以吗？
- 迈克：当然，我会准时到的。非常感谢。
- 李明：好的。那么见面再谈吧，再见。
- 迈克：再见。我期待着与您见面。

对话 B 译文

- 迈克：早上好！我是迈克。我想应聘贵公司计算机程序员这一职务。我是应约来此面试的。
- 经理：请坐。
- 迈克：谢谢。
- 经理：你在哪个大学上学？
- 迈克：我在北京电子科技职业学院上学。
- 经理：你什么时候毕业？
- 迈克：今年七月。
- 经理：你是什么专业的？
- 迈克：我的专业是多媒体技术。
- 经理：到目前为止，你在校的学习情况如何？
- 迈克：我觉得不错。根据至今我所取得的学习成绩，我敢肯定今年七月份我一定能获得大学文凭。





- 经理：你大学时学习成绩如何？
- 迈克：成绩都在平均水平之上。
- 经理：那大学时获得过荣誉和奖励吗？
- 迈克：获得过。每年我都获得学校奖学金。在 2011 年我参加国家数学建模比赛，并获了奖。在 2010 年 6 月，我参加北京大学生英语演讲比赛并获得了一等奖。
- 经理：你通过了大学英语考试的哪一级？
- 迈克：我通过了大学英语考试六级。
- 经理：你认为你是什么性格的人？
- 迈克：总的来说，我是个思想很开朗的人。
- 经理：你最大的优点是什么？
- 迈克：乐观和友好。
- 经理：你的朋友或同事怎么形容你？
- 迈克：他们说迈克是位很友好、敏感、关心他人和有决心的人。
- 经理：除了工作，你有何特殊的爱好？
- 迈克：我主要的爱好是游泳和与朋友登山。
- 经理：你希望我们这里的起薪是多少？
- 迈克：由于这是我的第一份工作，又缺乏工作经验，我要求起薪每月 2500 元。
- 经理：是该结束我们谈话的时候了，你还有什么问题要问吗？
- 迈克：这一岗位的主要目标 and 责任是什么？
-
- 经理：好了，面试到此结束。我们一做出决定就会立即通知你。
- 迈克：非常感谢您对我的面试。请随时和我联系。我会恭候您的通知。



Section Two Sharpen Your Eyes

课文译文

如何应对面试

要想在面试中留下一个好印象，首先你得做好准备。尽你所能了解你想应聘的工作以及你愿意就职的公司的情况，这样当你回答问题的时候就不会哑口无言。

确信你知道面试的地点和时间。你到达面试地点必须留有充裕的时间，这样你在面试前就有一段时间来放松一下自己。

你走进房间时给人的印象是非常重要的。面试前要设法弄清楚这家公司或机构在服饰方面是否有什么规定。然后按照他们的规定来装扮自己。着装应干净、整洁、职业化。

你还得设计好你打算说些什么。有些面试你得说许多话，而有些面试你只需回答有关你的教育与经历方面的几个问题就行了。对于你自己、你的学业、你的长处、你申请这项工作的理由以及你期望的薪水，你都必须准备好现成的答案。在面试期间，你要自信、自然地表达自己的观点，说话缓慢且清楚，并且要时刻看着面试者的正前





方。回答问题前先认真考虑，切忌夸夸其谈。

你还将被允许提出一些你自己的问题。你所提出的问题应该向主持面试者表明，你对那个位置已经经过深思熟虑。记住假期和薪水不是你应该询问的首要问题。你可以提出诸如此类的问题：我在这项工作中得承担什么职责？公司是否提供健康保险？公司是否提供进一步深造的机会？如果面试过程中已经回答了你所有的问题，就说：“事实上，我的确有几个问题，但您已经都回答了。”

如果你没听懂问题，就说：“请再重复一遍。”他们就会用不同的词来重复这个问题。

如果你当场不能明确地知道是否被录用还是拒绝，问：“我大概什么时候能得到面试的最终结果？”

如果你真的收到了录用函，要尽快回信。

最后，面试结束时你要感谢面试官为你所付出的时间、提供的帮助或信息。



习题答案

I. T, F, F, F, T

II. 朗读并翻译

面试小提示

你将要为你梦寐以求的工作接受面试。下面的一些面试小技巧可以帮助你迈出正确的第一步。

1. 面试前应认真研究一下你要应聘的公司以展示你的知识与能力。这有助于增强你的自信，表现出你对此工作非常地感兴趣以及想好你想问面试官的问题。

2. 安排好出行路线。在地图上标出位置并做好几种可以选择的线路。算出开车或坐公交前往需要多长时间、停车点及任何可能导致你迟到的因素。还有，为防晚点最好记住面试官的姓名及联系方式。

3. 在镜子面前练习一些常问问题的回答，或者找一个能给你提出反馈意见的朋友一起来练练。

你的优点是什么？

你的缺点是什么？

你为什么想到我们公司工作？

介绍一下自己的情况。

4. 随身携带一些可能需要的文本资料、简历，即使你已经在网上上传过。如果合适的话，再带上驾驶证、社会保障卡和工作文件夹等可能有帮助的文件。

5. 穿着得体。衣服应干净、熨烫过、职业化。确保你的指甲干净并修剪过，因为当你递文件或签文件时面试官可以看到你的指甲。

6. 至少在面试开始前 15 分钟到达。这会使你有时间去卫生间检查一下自己的外表，关闭手机。更为重要的是在你可以有点时间做个深呼吸以便你能平静地走进。

7. 向面试官提出几个问题。面试结束时，你可能被要求问几个问题。通常情况下，人们很关注他们将被问什么样的问题而忘记了公司允许他们并鼓励他们问问题。这会证明你的确研究过并希望在那家企业工作。



8. 常常被忽视的一个最重要的面试建议是前一天晚上保证有充足的睡眠。任何人都不要在面试时表现出整晚都在聚会或者压力很大的样子。面试官想知道你能担当起自己的责任。



Section Three Try Your Hands



1. 招聘广告

范文 1

招聘销售人员

本店现招聘兼职销售人员。应聘者须符合下列条件：

- (1) 年龄在 18-35 岁之间；
- (2) 有积极的工作态度；
- (3) 至少有大学文凭；
- (4) 勇于担当困难；
- (5) 开朗，有合作意识；
- (6) 具有相关的工作经验；
- (7) 熟悉计算机者尤其是 PowerPoint 和 Excel 的优先。

如需了解更多的信息，请与王先生联系，电话是 010-12345566，或者访问我们的网站 www.Jacky@GTT.Company。

范文 2

招聘项目管理助理

工作职责：——为上海的项目提供服务
 ——为项目经理的日常工作提供帮助
 ——负责文件管理、学生和家长的客服
 ——对产品调研并提出改进意见

任职资格：——具有良好的英语和计算机能力
 ——耐心、细心，有责任感
 ——具有团队合作精神
 ——硕士学位者优先
 ——有外企工作经验者优先
 ——有出色的沟通能力者优先

请将个人简历和求职信邮至：

中国北京市朝阳区酒仙桥路 11 号，100015

GTT 公司人力资源部经理 Peter Chen 收



2. 求职信

范文 1



中国深圳东城区幸福路 9 号
华美大厦 603 室
500000
2012 年 7 月 25 日

深圳江东区长江路 5 号
新潮贸易有限公司人力资源部
500001

亲爱的先生 / 女士：

我写此信的目的是想应聘贵公司在 7 月 20 日版《南方周末》报上登载的招聘广告中提到的男性工程师一职。我想知道你们在报纸上招聘的职位是否有人选了。我相信您将发现我是这一职位的合适人选。

我今年 22 岁，性格外向，勤奋刻苦并富有合作精神。我将于今年七月份毕业于北京电子科技职业学院，专业是电子商务。在校期间，我努力学习各门功课，成绩优异，而且我还参加了各种校内外活动，不断丰富我的知识和实践经验。您会在随函附寄的简历中看到这些情况。

现在我正在找工作。贵公司提供的职位正是我想找的。我可以充分利用我在大学所学的专业知识和专业经验。所以我想我完全能胜任这份工作。如能为贵公司效力，本人将不胜荣幸。

非常感谢您对我的关注。如需其他信息，请随时和我联系，电话是 010-12324556。期待着在您方便的时候有机会和您面谈。

您诚挚的，
迈克

范文 2

上海市杨浦区
控江路 5 号楼 602 室
200093
2012 年 2 月 1 日

长城计算机中心人事处 王芳女士

尊敬的王芳女士：

本人现在一家商业网络公司任网络工程师，见昨日晚报上招聘广告后，愿申请应聘网络工程师一职，希望能有机会成为贵公司的一员。

我 2008 年毕业于清华大学计算机系，取得硕士学位。我目前所任职务是 IT 公司



网络支持部经理，主要工作职责是负责网络的结构设计、数据库建设方案的评估，并安排技术员工负责网络前台及后台系统的开发与检验工作，除此之外，还负责部门的日常管理工作。

在技术基础上，本人精通 ASP、PHP、Sewlet 等 Web 数据库的应用程序，熟悉 Unix 系统、Linux 系统和 Windows 系统。以上这些在我从事的工作中都必须经常使用，因此对贵公司的招聘条件，我自认能够做到。

至于其他方面素质，我想如果能给我一段试用期，我会证明我的优势。

我随时可以接受面试。谢谢您的关注。热切盼望您的答复。

此致

敬礼！

王超

Now It's Your Turn

1. Dear Sir or Madam,

I would like to apply for the position of marketing manager you have advertised in *China Daily* because I think my major and my working experience closely meet your requirements on the post.

I was born in 1981 and graduated from Beijing International Economic and Business University with a Master Degree in 2007. I specialized in Business Management during the university. I passed CET Band 6 with a mark over 85 in the first year of my university. I am good at spoken English. Therefore, I can freely communicate with the foreigners. And I'm skilled in computer operation. Moreover, after my graduation from the university, I have been working in a foreign company as a sales representative for 4 years, mainly responsible for the selling of the products, designing the new products and developing the new market in other areas. After that, because of my excellent performance, I was promoted as a Marketing Manager, which greatly added to my social experiences and interpersonal communication. I hope to be able to make better use of my working experience and skills in your company.

I am sure that my education and working experience could meet your requirements, please grant me an interview.

Thank you for your consideration of my application. I am looking forward to hearing from you.

Yours sincerely,
Michael

2. Dear Sir or Madam,

Keenly interested I am in the post of accountant you have advertised on the job market because I think my major and practical experience particularly match your requirements of the post.





I will graduate from Beijing Polytechnic in July this year, majoring in Economical Management and will get an Associate Diploma. I have always been one of the top ten students in my class. I got excellent grades in not only required subjects but also optional courses, such as economics, statistics, budget and IT Professional English. Therefore, I won the university scholarship for three successive academic years. I am faithful, reliable and careful.



Moreover, during the three years, I took an active part in all kinds of practices of Electronic products sale promotion, which greatly added to my working experience in marketing and interpersonal communication. In a word, I am confident that I qualify for the post.

If my applications are taken into favorable consideration, I would be most grateful. I am looking forward to your early reply.

Enclosed are my score reports and resume.

Yours sincerely,
Li Ming

3. 简历

范文 1

个人概况:

姓名: 迈克

性别: 男

国籍: 中国

籍贯: 山西

出生年月: 1986 年 10 月 1 日

健康状况: 很好

通信地址: 北京金融大学学生宿舍 8 楼 103 号

邮政编码: 100000

联系电话: 13520000000

电子邮箱: Michael@Sohu.com

求职意向: 外企助理会计师

教育背景: 2008-2012 年, 北京金融大学管理学院会计学专业学士。

主修课程: 会计原理、财务管理、成本分析、成本会计、经济数学、商业统计、计算机数据处理、西方金融系统、商务英语等。

2005-2008 年, 北京电子科技职业学院, 主修会计学

工作经历: 2006 和 2007 年暑假, 在一家家用电器公司担任会计, 获得了财会方面的知识。

作为老师的得力助手, 在业余时间协助老师负责班里日常事务。



获奖情况：2006 年和 2007 年均获得校级三好学生（只颁给前 10%的学生）。

计算机水平：通过全国计算机等级考试二级。

熟悉各种办公软件。

外语水平：通过大学英语考试六级。

能流利地用英语和他人交流。

业余爱好：游泳、长跑和阅读

自我评价：自信、可靠、责任心强



范文 2

王芳

中国上海市成都路 2 号(200000)

求职目标：计算机程序员

工作经历：2010 年 9 月~2012 年 8 月，上海苹果电脑公司工程师，主要负责工作软件的开发和测试

2008 年 7 月~2010 年 8 月，上海杜龙电子有限公司技术员，与工程师、设计师共同进行电子产品质量的实验

学历：2008 年毕业于上海同济大学，获得计算机学士学位

外语能力：阅读能力强，并擅长翻译和口语表达

个人资料：出生日期：1985 年 4 月 15 日出生于上海

性别：女

婚姻状况：单身

健康状况：健康

爱好：游泳，跑步和阅读

证明人：需要时可提供

Now It's Your Turn

1.

Nancy

Gender: Female

Date of Birth: August 9, 1988

Marital Status: Single

Health: Excellent

Current Address: Rm.102, No.2, Jiangtai Road, Chaoyang District, Beijing, 100016, China

Tel: 13520010100

E-mail: xxx @sohu.com





OBJECTIVE

A position in/related to my major and working experience, technician, office secretary, computer programmer, etc.

EDUCATION

Electronic Department, Beijing Polytechnic, 2007- 2010

Graduated with an Associate Diploma, majoring in electronic Technology

RELEVANT/ MAIN COURSES

Programming Language, Computer Data-processing, Intergrated Circuit, Embedded System, New Practical English,...

AWARD and HONORS

2010, Excellent Students Leader (Awarded to top 5% students)

In 2010, A prize (The first prize) in English Speech Contest of Beijing College students
The First-class Scholarship of the college twice

WORKING EXPERIENCE/ SOCIAL PRACTICE

July, 2010-Present Worked/Employed as an assistant to the xxx Corporation, responsible for reports, documents for the general engineer on production in the various departments and answering the phones, awarded the honor of “Top Staff ” because of excellent performance.

September, 2009-July, 2010 President of the Students’ Union, mainly in charge of daily affairs, planning, organizing large-scale activities and coordinating the relationship with other departments.

September, 2007-September, 2009 Secretary of the League Branch in our class, planning and organizing several kinds of outside activities, winning the confirmation and acknowledgement.

ENGLISH SKILLS

Have a good command of both spoken and written English.

(Fluently communicate with foreigners in English and be good at written English as well.)

Passed PRETCO -B

COMPUTER ABILITIES

Skilled in use of Windows Operating Systems.

Good at computer and able to use kinds of office software including Word 97, Windows XP, Powerpoint, EXCEL, etc.

Passed the Second Grade of National Computer Test.

HOBBIES AND INTERESTS

Traveling, mountain-climbing, swimming, long-distance running.

SELF-EVALUATION

Aggressive, independent and be able to work under a dynamic environment.

Have a good communication and coordination skills, teamwork spirit.

References upon request.





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中国北京海淀区东南路 123 号, 100081

王彼德

电话: (010) 68423390

电邮: peter wang11@126.com



目标

与英语教学、翻译、编辑相关的职位

教育背景

北京师范大学

商务英语硕士, 2008

- 学生会主席 2004-2008
- 优秀团员 2006-2008
- 连续四年获得一等、二等奖学金
- 主修商务英语、专业英语、英语翻译、写作、交际艺术与技巧等

工作经验:

2008-2012 中国日报助理编辑, 编辑和校对文稿

2007-2008 周末做家教, 教中学生英语

特长

优秀的英语听说读写能力

熟练运用多种计算机软件

自我评价

外向, 努力, 易相处

如有需要, 可提供证明人。

Read and Translate

1. I'd like to apply for the position of English teacher advertised in Beijing Evening Newspaper.

2. I think that I am a qualified one.

3. I have worked as a computer engineer in IBM for eight years.

4. I have studied in Tianjin Automotive Engineering College for three years and want to work in your company.

5. I hope that I may be given an interview at your convenience.





6. I hope that my qualifications will meet your favorable consideration.
7. I am looking forward to your reply.

Section Four Have Fun

秘书冠军

一次我和朋友谈论工作。我问他的父母是做什么工作的。当他说到他母亲时，他说 “She has the secretary of title. (她是秘书冠军。)” “Title” 可以理解为冠军，而我朋友的真实意思是: “Her title is secretary. (她的头衔是秘书。)”

