

商务英语指导---求职信中的专业英语词汇 PDF转换可能丢失
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https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_151064.htm 英：Work background A history of a persons professional and/or non-professional employment. Educational background A history of a persons formal schooling and/or training. Qualifications The degree and/or depth to which a persons work and educational background is a good fit for a particular job. Resume A formal document which identifies a person, outlines professional goals, describes work history and educational background, and identifies other activities, memberships in professional associations,etc., which are relevant to a career. It is a tool by which you market or sell your skills and expertise to a potential employer. CV At one time, a Curriculum Vitae was the formal document used to describe your professional work and educational background. It has now been replaced by the resume, except in certain professions in academia which include social sciences, physical sciences, and education. Cover letter An introductory letter which introduces yourself, states your intent, and gives you an opportunity to summarize your skills and sell what you can offer to a company. Most companies require a cover letter in addition to a resume. Goals A statement which expresses your professional ambitions and/or career objectives. Strengths Tasks which you feel you excel at, positive personality traits that you feel that you possess, and skills that you sell to a potential employer. Strengths can include superior communication skills, high analytical

ability, technical skills, managerial prowess, creativity, people skills, and desirable personality traits. Weaknesses Areas that you perceive that you need improvement in, whether it be work habits, business knowledge, communication, etc. Any potential weakness must be spun into a positive answer which converts it into a potential strength.

中：工作背景 专职及兼职工作经历。教育背景 正规学校教育/或培训。资格 在何种程度上，教育背景及工作背景适合从事某一工作。简历（Resume）一个正规的个人鉴定,描绘出专业目标、工作经历和教育背景 以及与某专业相关的其他的活动,或参加的专业组织,等等。这是一种向一个可能成为你老板的人推销你技能和专业技术的手段。履历（CV）Curriculum Vitae曾经是记录工作经历和教育背景的一份正式文件。现在已被Resume（简历）取代，只在一些专业领域，包括社会科学、物理学和教育学中还保留着。说明信 一封介绍性的信笺，介绍你自己以及你应征的目的，并有机会在其中概述你的技能和你能为公司做出的贡献，大多数公司除了要履历之外还要求附上一封说明信。目标 一份描述你专业抱负或是职业目标的陈述报告。实力/优势 你擅长的工作,你所拥有的积极的个性特点，你想向你未来老板推销的你的一些技能。实力包括较强的思想交流能力、分析能力、技术能力、管理能力、创造力、团结力和可取的个人品质。弱点 你认为你自身需要改进的地方，无论是工作习惯，还是专业知识，亦或是交流能力，等等。任何一个潜在的弱点必须附有能使之转变为一种潜在能力的积极有效的方法。

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