

简历首页CoverLetter的写法建议(下) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/462/2021_2022__E7_AE_80_E5_8E_86_E9_A6_96_E9_c96_462295.htm Try to avoid a salary history in the cover letter. Even if the position specifically asks for your salary history, providing this information will more likely cost you a job than not. If the job ad specifically says that resumes without a salary history will not be considered, give a historical salary range, and state that your salary requirements are flexible based on the opportunity the position will provide. 首页要尽量避免以往薪金标准的问题。即使这个职位特别要求你注明以往的薪金数额，提供相应的信息可能更容易让你失去这份工作。如果这个工作广告特别说别不注明以往薪金就不予考虑那么就给出一个范围，并且注明你的薪金要求很灵活，以所提供的职位机会决定。 Spend time thinking about the layout of your letter, and make sure that its easy on the eyes. It should be easy to scan the letter, and have a logical progression. Keep in mind, the reviewer of your cover letter and resume has hundreds (if not thousands) of cover letters and resumes to look at, so make it easy for him/her to find the information you want to highlight. Bunched up text in long paragraphs will frustrate anyone who has to review hundreds of resumes and cover letters a week. In addition to the layout, dont just repeat your resume. Your cover letter is not a summary of your resume. instead, its an introduction of yourself, and an argument for why you are the best candidate for their company and the specific position. Above all, avoid the generic cover letter that you get from

books.花时间来考虑一下简历的版面，确信它看上去比较顺眼。它应该看上去很容易浏览，有一个合理的主次关系。记住：看简历的人有上百份简历要看，所以一定要把你想要突出的内容做的让他一眼就注意到。段落要简短，长篇的内容让浏览者失去看的耐心，因为他们一周要看上百份简历。另外，版面不要仅仅是重复简历的内容。你的首页不仅仅是简历的摘要，相反，它是你的自我介绍，以及一份说明你是他们公司这个职位最佳人选的论证。总之，避免把你的首页做成流传的最普通的那种样式。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com