

[求职英语]绕过求职障碍的八要诀 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/500/2021_2022__5B_E6_B1_82_E8_81_8C_E8_8B_B1_c96_500696.htm 求职的时候，一些判断错误可能让最合适的人选错过他想要的工作。下面是一些求职时必须遵守的法则，可以帮你避免犯错、找到理想的工作。

1. BEGIN YOUR JOB SEARCH BEFORE THE PRESSURE IS REALLY ON. 未雨绸缪总是好的，以免事到临头、措手不及。 Desperate candidates are much less attractive. And if you need a job fast, you may have to accept the first offer you get.

2. CONDUCT A COMPLETE SEARCH. 找工作是个辛苦活。全面撒网才不会漏掉任何你有兴趣的工作机会。 Touch all the following bases to increase your chances of getting the job and the salary you want: 1) apply to companies. 2) ask your friends and relatives about jobs. 3) answer newspaper ads. 4) apply at private employment agencies and the state employment services. 5) take civil service tests.

3. SET REALISTIC GOALS. 不管理想多么远大，总是要一步一步得去实现。制定现实的目标，不要梦想一步登天。 Make sure you arent pursuing conflicting goals. Dont expect miracles. Establish a priority for your goals. If getting a job quickly is essential, realize that your needs probably rule out getting a high salary. Review your goals periodically. If what seemed a realistic goal at the start appears unattainable 12 weeks later, change your goal.

4. BE WILLING TO INVEST IN YOURSELF. 找工作是要投资的。花点钱制作一份能给人留下深刻印象的简历还是值得的。。 If your resume typed on a portable is less impressive than one typed on

a full-size electronic typewriter, the little money saved may not be worth it. You will have a better chance to succeed if you look successful.

5. REVISE YOUR STRATEGIES AS NEEDED. 根据情况调整你的求职战略。 Dont continue to send out a resume or an application letter that has gotten no results. And dont keep pursuing a position if it obviously isnt attainable. If you discover that you arent as marketable as you assumed you would be, revise your resume and your goals.

6. TRY TO GET EVERY JOB OFFER YOU CAN. 得到offer可以证明你的能力，帮你树立自信，也会让你在下次应聘时更具竞争力。 Even if you arent sure you want a certain job, getting an offer may make you more attractive to a company you want to work for. The job you are interviewing for may not appeal to you too much now but could prove to be your most appealing alternative later. Interviews enable you to see how good you are at making people want you. If you get an offer, youll know you have mastered the technique that gets you other offers. Besides, getting a job offer can build you up psychologically. This boost may be just what you need to succeed in your next interview, for a job you want more.

7. FOLLOW UP EVERY LEAD YOU GET. 山重水复，柳暗花明。 Offer就在不远处，就看你能不能找到。 The least likely contact may be the one that gets you a job or leads you to the contact that does.

8. DONT OVERDO IT. 人的精力有限。 过度的消耗反而会适得其反。 Trying to do too much at once may be a mistake. Be sure you schedule enough time to follow up every lead and every application. Getting a job is a matter of planning and persistence. It isnt a race.

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