

应届生须知：简历石沉大海后如何跟进实用英语考试 PDF 转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/562/2021\\_2022\\_\\_E5\\_BA\\_94\\_E5\\_B1\\_8A\\_E7\\_94\\_9F\\_E9\\_c96\\_562462.htm](https://www.100test.com/kao_ti2020/562/2021_2022__E5_BA_94_E5_B1_8A_E7_94_9F_E9_c96_562462.htm) 我们经常听说在投过

一份简历并且(或者)申请一份工作后的一周左右最好“跟进”一下，特别是你没有收到回音的时候。但是应该要如何“跟进”才不会让人觉得烦呢？下面是招聘专家们提出的建议：

：Detail the Value You ' d Add 详细说明你能为公司带来的价值 我要收藏 Start by identifying the best person to speak with by checking with your network contacts or the firm ' s front-desk staff, and determine what you want to say. When communicating with the hiring manager, express your enthusiasm for the opportunity and highlight why you would be the right fit for the role. For example, if you ' re applying for a finance opening, mention the processes you implemented in a previous position to help the company significantly reduce costs and that you could assist the prospective employer in a similar fashion. As you conclude the discussion, ask about the next steps in the hiring process。首先要确定你要找谁最合适，这个人可以动用你的人脉来确定，也可以问问公司的前台，然后决定你要跟这个人说什么。当你和招聘经理说话的时候，要表达出你对这个机遇的热情，强调为什么你是这份工作的合适人选。比如，如果你申请了一个财务方面空缺的职位，要提到你在之前的工作中采取过什么程序在相当大的程度上帮助公司降低了成本，你可以给未来的老板带来同样的帮助。作为这次讨论的结束，你要问问招聘的下一步程序是做什么。 The key when following up with hiring managers

is to avoid simply asking if they received your resume. Instead take the opportunity to demonstrate your initiative, show your enthusiasm, and detail the value you can contribute to the firm。 跟进简历的时候，如果你面对的是招聘经历，一个关键问题是不要简单的问一句有没有收到你的简历。你要做的是把握机会展示你的积极性、显示出你的激情并且详细说明你能为公司带来的价值。 Use Your Network 动用你的关系 One week is a good time frame for a follow-up. Follow up once. Unfortunately, many companies and recruiters just don't have the bandwidth to personally respond to every job inquiry at the disappointment of many candidates. If you don't have a contact name, search LinkedIn for the contact of the hiring manager or recruiting manager. Usually someone's LinkedIn account is tied to their personal or work email address, and you can ask for an introduction through your network。 对于跟进来说，一周是个合适的时间，应该跟进一次。不幸的是，一些公司和招聘员工没有那么多精力挨个回复让求职者失望的工作询问，如果你没有一个可联系的名字，在LinkedIn里搜索一下招聘经理的联系方式。通常一个人的LinkedIn账号是和他们私人或者工作邮箱绑定的，你可以通过你的关系请人介绍一下。 Keep It Short 保持简短 Find a contact in the company/division of interest through professional networks. No matter what method of follow up you choose (i.e. phone, email, professional network), express your interest in the position, highlight your top qualities that match the job and keep your message short and to the point。 用你的关系在公司里或者部门里找到一个有用的联系人。不管你用什么方

法跟进(比如电话、email、私人关系等),表达出你对这个职位的兴趣,强调你是最符合工作要求的人,你的信息应该简短并且直击主题。 Describe how you would benefit the company with attaining their goals and list something that is relevant to their organization. Let them know you would be available to meet in person or over the phone to further discuss your background。 描述你会如何实现他们的目标从而让公司受益,并且列出一些和他们的结构相关的东西。让他们知道可以随时和你进行会面或者在电话里进一步讨论你的背景。 If you don't hear back within a week, ask yourself: Is this a company/job you are really interested in? If so, reach out again。 如果你在一周之内没有得到回复,问问自己:你真的对这份工作非常感兴趣吗?如果是的话,继续跟公司接触。 Check Your Spam Folder 检查你的垃圾邮箱 Many organizations are receiving record high numbers of applications these days, and often there isn't time (or staff) to provide direct updates to every applicant. Check to see if the organization has an online application status tool. Many Web-based systems will provide real-time updates on application status, but sometimes you have to dig to find them. Also, check your email spam folder. Many systems will produce an automated note that confirms receipt of an application, or gives information about general timelines, but you won't see it if it gets caught by your spam blocker。 最近一些公司机构都会收到大量的工作申请,通常并没有时间或者人手更新求职者的申请状态。看看这些公司是否有在线的申请状态工具。一些网络系统会提供实时更新的求职者申请状态,不过有时候你需要自己去挖出来。同时

，检查一下你的垃圾邮箱。一些系统会自动发出一封信确认收到你的申请，或者给出一些大概的时间信息，但如果这些信件被你的信箱过滤掉了你可能就看不见了。 If the automated tools can ' t help, then give a call to the organization ' s staff employment or personnel department。 如果自动的工具没什么用，给公司的招聘或者人事部门的员工打电话吧。 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](http://www.100test.com)