

双语：六点提示帮你找到新工作实用英语考试 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_8F_8C_E8_AF_AD_EF_BC_9A_E5_c96_562789.htm Here are half a dozen essential tips for landing the right job in good economic times or bad: 本文有六条必备贴士能帮助你不管在什么经济形势下都能找到合适的工作： Try a Sales Technique 尝试一些销售技巧 Be prepared during a telephone screening or a first interview to make the "60-second sell," a four- to five-sentence summary of your biography and career accomplishments, according to career counselor and author Robin Ryan。 在电话筛选或者面试的时候准备好一次“60秒销售”，用四到五句的摘要简短陈述你的生平和在事业方面的成就。这是职业顾问和作家罗宾莱恩说的。 "When they say, ' Tell me about yourself, why should I hire you?' you have a memorized statement about why you ' d be good on the job," says Ryan, author of "60 Seconds & You ' re Hired!" 莱恩写过一本书《60秒让你被聘用》，他说，“当他们说‘跟我们谈谈你自己吧，为什么要聘用你呢？’你必须把自己在工作上的优势倒背如流。” Work Your Personal Network 打造自己的人脉 Networking doesn ' t have to be confined to business contacts, especially when you ' re trying to break into a big company that may use automated software to screen applicants。 人脉不需要限定在商务场合，特别是当你想要进入大公司的时候，他们可能会用一些自动化的软件来扫描求职者。 Ask everyone you know if they have a connection to a specific employer. the goal is to get your resume forwarded to a

hiring manager via the company ' s internal network, rather than having it come from the outside and get lost in the shuffle of other applicants。 问问你认识的每一个人，看他们有没有和一位雇主保持联系，这个目的是让你的简历通过公司的实习网直接递给招聘经理，这比从外面递进来慢吞吞的淹没在一群求职者当中好多了。 "Microsoft gets 100,000 resumes a month -- how do you think they ' re going to find you otherwise through that cyber hole?" Ryan says。 莱恩说，“微软每个月能收到十万份简历如果没有那样的关系，你觉得他们要怎样才能发现你呢？”

Expand Your Horizon 开拓自己的视野 Julie Jansen, a career coach and author of "I Don ' t Know What I Want, But I Know It ' s Not This," recommends attending professional association meetings in a related field, as well as those in your own specialty。 朱莉詹森是一位职业辅导和作家，她推荐人们参加一些相关领域的职业协会，和自己从事领域有直接关系的当然也可以。 For example, although your experience may be in marketing, add gatherings for finance executives or other fields in which you could apply your skills and experience to your regular schedule of ad and marketing group meetings。 比如，你可能在市场营销方面有经验，参加一些金融管理或者其他领域的聚会，你就能把自己的技巧和经验应用到广告和市场团队聚会中。 Another networking strategy is to give it the old college try, by tapping alumni, even those you don ' t know。 另一个人脉策略是学校策略，联系一些校友，即使是那些你不认识的校友。 "Most universities have online directories of alumni, so I ' d go that route if possible," says Jansen. "If not, contacting the alumni office would be

Plan B." 詹森说, “ 大部分大学都有在线的校友联系人, 如果可能的话我会走那个路线, 如果这行不通, 备选方案是联系校友办公室。 ”

Check Your Skill Set 确认你的技能

Although you may not have the time or financial resources to pursue an advanced degree, taking additional coursework in your field to boost specific skills can get you noticed by a recruiter. Also, don ' t forget to cite key experience gained from volunteering for community, school, or nonprofit groups. 虽然你不见得有时间或者经济条件追求一个更高的学位, 但是参加一些跟自己领域相关的课程来提升自己的技能会让你引起招聘者的注意。还有, 不要忘记说说从那些社区、学校或者公益组织的志愿活动中你得到的宝贵经验。

"Look at your transferrable skills, including project management, budgeting, supervising others, and organizational planning," Ryan says. 莱恩说, “ 审视一下自己的可变通能力, 包括项目管理、预算、指导他人, 以及组织计划等方面的能力。 ”

Know Your Worth 知道自己的价值

Even during a downturn, it ' s a mistake to settle for less just to get the job. Before accepting an offer, consult a salary survey or online salary calculator to make sure the package is competitive within your field. 即使在经济下滑的时候, 为找工作降低薪酬也是个错误。在接受一个offer之前, 做个薪水调查或者用个在线的薪水计算器来确保你的薪水在同行业是比较有竞争力的。

"It ' s an outdated idea that you should take anything to get your foot in the door," Ryan says. "It could take you 10 years to get a decent salary." 莱恩说, “ 为了踏入职场大门什么都接受的观点已经过时了, 因为那样的话你可能要奋斗十年才能拿到一个合适

的薪水。” Do It Daily 每天都做 Whether it ' s posting your resume in the common area of your apartment building, or sharing your job hunt with your doctor, dentist, dermatologist, or gynecologist, you should incorporate your search for work into every aspect of your daily life。 不管是在你的公寓平常的地方贴简历还是告诉你的个人医生、牙医、皮肤科医生、妇科医生你在找工作，你应该让找工作这件事渗透到你日常生活的各个方面。 "Do something every single day that is about looking for a job," Jansen says。 詹森说，“和找工作有关的事情每天都要做。” 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