

应届生遵循“5不要”避开求职雷区 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E5_BA_94_E5_B1_8A_E7_94_9F_E9_c96_646301.htm While it may be tempting to chase down every possibility when you 're searching for work, don ' t. Many can lead you down a blind alley--where you may lose the contents of your wallet. 虽说在找工作的过程中要抓住每一个机会听起来很诱人，但是不要这样做。很多机会可能会让你进入一个损失钱财的死胡同。 A focused search using tried and true methods, especially networking, will lead to your next job, not tactics that smack of desperation. 在找工作的时候，不是靠那些无用的战术理论，而是要有重点（特别是在人际网络方面）地使用正确的、可靠的方法才能找到下一份工作。 Avoid these five job-hunting "don ' ts" that will yield the poorest of results, according to leading workplace advisor Liz Ryan. 根据职场顾问的领尖人物Liz Ryan的建议，要警惕以下5个求职者不能做的事情，它们可以避免最差的求职结果。 1. Spray and pray 1. 海投简历，然后祈祷 Don ' t blindly send your resume unsolicited, electronically or otherwise, to any company without first making verbal contact. Says Ryan, founder of AskLizRyan.com, "Tossing out un-customized cover letters and undifferentiated resumes in huge volumes and crossing your fingers is a job-search non-starter. That doesn ' t work, and it hasn ' t worked in 10 years, or more." 不要在未和公司有任何联系之前，就盲目主动地发送你的简历。 AskLizRyan.com网站的创始人Ryan说：“大批量地在网上或在人才市场投递没有规划的求职信和千遍一律

的简历是求职中毫无意义的事。这样做起不到作用，在过去10年或更久的时间内都没有起过作用。” Establish a connection before sending a customized cover letter and, adds Ryan, "You can even customize your resume if a job opening calls for it." 在发送一封特制的求职信之前要和公司建立一定联系。Ryan 还说：“如果工作职位需要的话，你甚至需要定制你的简历。”

2. Stand in line for a job fair. 2. 排队参加招聘会 Admits Ryan, "Sad to say, but most job fairs are a waste of time. Avoid the huge cattle call-type job fairs where zillions of employers have booths, yet no one is taking resumes." “很不幸的是，大部分的招聘会都只是浪费时间。不要去参加那种虽然有着庞大的雇主摊位数量，但是没人收简历的大型招聘会。” There are some job fairs that have value. Ryan, a former human resources executive, points to company-specific open hours and college placement job fairs. Tap your network to learn if anyone can recommend worthwhile fairs. "Ask around before you head off to a job fair or risk having your time wasted and your ego dashed." Ryan 以前是一位人力资源经理，他指出要参加的话就去那种指定公司指定时间的、或大学里举行的招聘会。在你的人际网络中看看是否有人能够向你推荐值得参加的招聘会。他说：“在你去参加一次招聘会之前问问周围的人，否则的话只会浪费你的时间、走向失败而已。”

3. Earn certifications nobody wants. 3. 报考没人需要的证书 It ' s common to feel less-than-confident in your skills if you ' re having a hard time finding work, but don ' t rush out to spend money on any additional training unless you ' re certain it will yield improved

results. 如果你正处在找工作的困难时期，那么对自己的能力感到缺乏信心是很正常的，但是，不要急着把时间浪费在多余的培训上，除非你能够确定这样的培训会改善你的业绩水平。 Ryan reveals, "Before you sign up for a certification training program, check the job boards to make sure that employers are asking for it. There ' s no sense investing time and money in a certification no one wants." Ryan指出说：“在你签下任何证书培训课程前，去求职公告板上确定这是否是雇主所需要的。浪费时间和金钱在不被需要的证书上面是没有一点意义的。”

” If you ' re getting the hard-sell from an educational institution, Ryan says, "Ask the people at the school that ' s doing the certifying, ' Which local employers have hired your graduates in the past year? ' If they can ' t tell you, run away." 如果你碰到了强行推销的教育机构，Ryan建议说：“就问问该所学校的负责人员，在去年有哪位雇主雇佣了你们学校毕业的人？如果他们回答不出来，就转身离开吧。”

4. Pay a headhunter. 4. 付钱给猎头 Don ' t dole out money to any kind of recruiter or sign a contract agreeing to do so. 不要付钱给任何招聘人员，也不要签任何同意这样做的合同。 "If a recruiter calls or emails you to say s/he ' s got jobs open, and then invites you to his or her office for a counseling session and presents you with a range of career-coaching services, bolt for the exit. Real search professionals won ' t take a dime from their candidates." “如果一位招聘人员打电话给你或写邮件告诉你他那里有一份工作机会，让你去他/她的办公室详谈，并向你推荐一系列的职业生涯辅导服务，那马上就离开吧。真正的人力资源专家不会从他们的候选人身上要一分

钱。” 5. Sign up with a resume fax-blast service. 5. 定制群发简历的服务 This old-school--and desperate--tactic is a total turn-off to potential employers and smacks of spam. 这完全是学校的老式教育，也是无用的策略，这样做只会让雇主将你的邮件当做垃圾邮件拒收。 Ryan says, "Services that send out hundreds or thousands of your resumes might have been worthwhile 20 years ago. Today, they 're worse than pointless, because it irks employers to get unsolicited resumes. Forget the fax-blast services and do your own careful research to reach decision-makers with messages they actually want to hear." Ryan说：“成千上百地发送你简历的服务可能在20年前还有效果，但是在今天，这样做比没意义的事情更糟糕，因为雇主收到没有预约的简历是很厌烦的。忘记大量发送简历的服务吧，并且认真做好自己的调查，然后用雇主希望的方式和他们联系。” 相关推荐：#0000ff>毕业生初入职场的15条守则 #0000ff>500强高管揭秘80后大学生立足外企五大规则 #0000ff>职场新人应该如何克服社交恐惧症 #0000ff>职场技巧：让谈话远离僵局的3个技巧 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