



New Practical English Writing



新编实用英语写作



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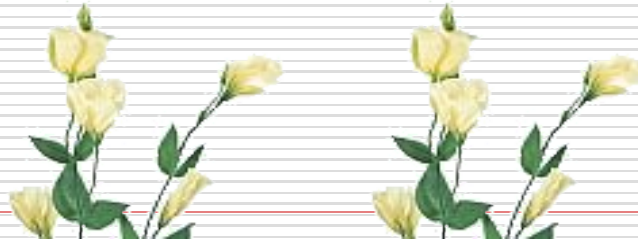


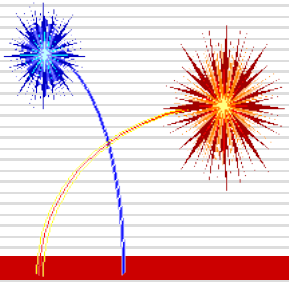
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Unit 14

Employment





Résumé

Letters of Job Recommendation

Letters of Job Application

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Letters of Resignation

Simulating Operations

Learning More





Learning Focus

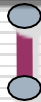
After learning this Unit, you will be able to:



understand the basic structure of four types of letters related to employment;



learn the basic writing skills of four types of letters related to employment;



be familiar with different forms of four types of letters related to employment.



Module 1



Letters of Job Application





A job application is your marketing tool. It is important to make the content of an application letter really readable to the recruiter and rewarding to you. The recruiter may have to read hundreds of applications, most of which will receive no more than one minute of attention. Your first aim is to keep the recruiter's attention for a couple of minutes and to make sure that your application is not instantly rejected. To do this, your application must be clear, relevant and special. If your application is poorly presented and difficult to read, no recruiter is going to waste his or her time on it.





1. Basic Writing Skills

The successful application letter does three things: Catch the reader's favorable attention, convince the reader that you are qualified for the consideration, and requests an interview. A letter of application should provide the following information:

- (1) State a specific job title.
- (2) Point out your source of information about the job.
- (3) Summarize your qualifications for the job, specifically education, work experience, and activities showing leadership skills.
- (4) Refer the reader to your résumé.
- (5) Ask for an interview, stating where you can be reached and when you will be available for an interview.



2. Case Remarks

Sample 1

127 Renmin Road Nanjing, Jiangsu May 16, 2013	Letterhead
Tommy Thomas Technomic Asia Marketing & Management Consulting Firm 19th Floor, 80 Gloucester Road	Inside address
Dear Mr. Thomas,	Salutation
<p>From your advertisement in yesterday's <i>China Daily</i>, I learnt that your company has an opening for an experienced consultant for China operations. Please consider me a candidate for the job.</p> <p>I am sending you my résumé including career details and personal background. You will see that I grew up in China and I got an MBA degree from Purdue University in 2012, and therefore I have a good knowledge both in Chinese and English. I have had five year's consulting experience in China, so I feel I am qualified for the job.</p> <p>Meanwhile, I would be glad to see you whenever it is convenient. If you wish to telephone me, you may call × × × × × × × ×.</p>	<p>Body:</p> <ul style="list-style-type: none"> ✦ information resource ✦ the position you're interested in ✦ education ✦ work experience ✦ asking for an interview ✦ the contact way
Sincerely yours,	Complimentary close
Li Chenhua	Signature
Encls: 1. One copy of my résumé 2. One copy of ID card	Enclosure



Sample 2



To whom it may concern,	Salutation
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<p>Having learnt from your job advertisement in yesterday's <i>China Daily</i> that there is a vacancy in your company for the programmer position. As requested, I am enclosing my résumé and my certification.</p> <p>I'm very interested in this position and I believe that my strong technical experience and education will make me a very competitive candidate. As you can see from my résumé, I have just graduated from Beijing University, holding a Master's degree in Computer Programming. So I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed. I have had one year's experience as a computer programmer. The key strengths that I possess for success include:</p> <p style="padding-left: 20px;">I have successfully designed, developed, and supported live use applications.</p> <p style="padding-left: 20px;">My strong service orientation and bias for action would serve your company well.</p> <p style="padding-left: 20px;">I am long on effort and enthusiasm.</p> <p style="padding-left: 20px;">Thank you for your time and consideration. And I look forward to hearing from you. I can be reached anytime by my telephone number × × × × × × × ×.</p>	<p>Body:</p> <ul style="list-style-type: none"> ✦ information resource ✦ the position you're interested in ✦ education ✦ work experience ✦ key strengths ✦ asking for an interview ✦ the contact way
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Sincerely yours,	Complimentary close
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Zhang Xiaoli	Signature
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<p>Encls:</p> <ol style="list-style-type: none"> 1. One copy of my résumé 2. My certification 	Enclosure
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Module 2



Résumé





A résumé (or, curriculum vitae) is a summary of one's personal background, which summarizes one's education and experience and other personal information. A well-written résumé will add to the possibility of getting a good job. No single format is conventionally used for all résumés; the contents, the order of contents, and the format vary according to the individual and the kind of work being sought. However, a résumé should always be clear, brief, informative, attractive, and easy to read. And one should be objective and specific in presenting the information and avoid empty self-praise.





1. Basic Writing Skills

A résumé usually includes the following components:

(1) Personal Information:

- your name; address; your email address; your phone number; postal code
- gender; date of birth; marital status; nationality; health

(2) Objective: Write a brief objective statement that describes what you hope to achieve with your résumé.

(3) Education:

- the name of the University
- your major
- the dates attended (start and finish)
- a list of classes you took
- the city in which this took place





(4) Professional Experience: 叟

- the name of the company
- 叟 the dates worked (start and finish)
- 叟 the city in which this took place
- 叟 the job history, a description of what you did
- 叟 your accomplishment

(5) Activities: Mention school activities in which you participated.

(6) Honors and Awards: Receiving any award deserves mentioning in a résumé. These can be academic, athletic or community awards or scholarships.

(7) Skills: Computer skills and foreign language skills are being paid more and more attention by companies, so you might describe them in separate headings.

(8) References: The information about your work experience or recommendation.



2. Case Remarks

Sample 3

Resume	
Name in full: Joe Smith Date of birth: November 18, 1978 Place of birth: Cleveland, Ohio, U. S. A. Nationality: U. S. A. Marital status: Married Children: Two Religion: Christian	Personal information
To obtain a challenging position.	Job objective
Education: B. S. degree in chemistry in 2000 M. S. degree in mathematics in 2003	Education
Work experience: Firm: 2003—present, Gulf Oil Corp. Position: Oil refining expert	Work experience
Honors and awards: Washington State Scholarship, 2000—2004	Honors and awards
References: George Redmond, 3360 Harwood Ave. Newark, NJ, U. S. A.	References



Analyze



BACK

Sample 4

Résumé		
Name : Address : Telephone : Date of Birth : Birth Place : Sex : Marital Status : TEL : E-mail :	Kong Minghui No. 3 Cuihua Road, Xi'an 5805032 July, 22, 1982 Guangzhou Male Single/Unmarried × × × × × × × × Kmh@ 126. com	Personal information
Start as a trainee with opportunity to advance to executive level.		Job objective
Education :	2000/09—2004/07 bachelor, Foreign Trade, Xi'an Foreign Language University 1997/09—2000/07 Xi'an No. 37 Middle School 1991/09—1997/07 Xi'an Cuihua Primary School	Education
Work experience :	2006/01—2007/05 Import & Export Co. , Ltd. in Shanghai 2004/07—2005/12 Junior Secretary, Premier Insurance Co. , Ltd.	Work experience

Analyze

<p>Skills ; Language Ability: Fluent in both spoken and written English; Passed CET-6 Computer Ability: Skilled in use of Word, Excel and Visual FoxPro software; Passed the National Computer Rank Examination Grade 2 Special Skills ;Piano Band VIII</p>	<p>Skills</p>
<p>References ; Available upon request.</p>	<p>References</p>



Module 3



Letters of Recommendation





Recommendations, like résumés, are necessary and indispensable documents when one applies for a job or a chance to study. The writer of such a letter must know the person recommended very well and have certain relations with him/her in work or study. He should be positive, enthusiastic and confident in recommending the person. As such a letter should not be too long; there is no need to repeat all the experiences of that person which are clearly listed in the résumé. Instead, just to emphasize the strengths of that person and highlight his/her merits and accomplishments. A letter of recommendation should not be too short either, because too short a letter will make the receiver believe that you are not sincere and do not know the person recommended well enough.



BACK



1. Basic Writing Skills

The contents of letters of recommendation usually include the following three aspects:

- (1) explain the relationship between you, the writer, and the person recommended (tell when and how you got to know each other, and how well you know the person etc.);
- (2) general comments on the person's abilities, mannerisms and personality;
- (3) suggest that the receiver employ or accept the person recommended.



2. Case Remarks

Sample 5

Analyze

XYZ Company 48 Nanpu Street Guangzhou 510043 May 12, 2013	Letterhead
Southeast Trading Development Company 46 Huandao Road Guangzhou 510012	Inside address

← BACK

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