



中心：_____

姓名：_____

1130325 高中職生英翻中短文翻譯題目

Job hunters need many skills. They need to know where to look for a job, and they need to be able to write clear, complete information about themselves in letters of application. In addition, they need to know how to transfer this information on to a job application form. Furthermore, they need to know how to get information about a job over the telephone. And finally, job seekers must know the techniques of a job interview.

First, where to find a job? Jobs can be found in the daily newspaper, in the classified advertisement section, as well as on the Internet. Many find jobs by networking – that is, they let their friends and relatives know that they are looking for a job. Networking is increasingly popular, and, best of all, it often works.

job hunter 求職者

furthermore 此外

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1130325 高中職生英翻中短文翻譯參考答案

求職者需要很多技能。他們需要知道到哪裡找工作，他們需要能在求職信中清楚且完整寫出關於自己的資料。另外，他們需要知道如何將這些資料轉換到工作申請表上。此外，他們需要知道如何透過電話獲取有關工作的資訊。最後，求職者必須知道面試的技巧。

首先，到哪裡找工作呢？可以在每日報紙的分類廣告區尋找工作，還有網路。許多人透過網路連線找工作——也就是說，他們讓他們的的朋友和親戚知道他們在找工作。網路連線越來越受歡迎，最重要的是它時常有效。