



中心：_____

姓名：_____

1090511 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