

中心：_____

姓名：_____

1090518 高中職生 英翻中短文翻譯 解答

Once a possible job has been found, what should job hunters do? First, they must learn all about the job and ask themselves these questions: Am I qualified for this job? Do I want this job? Is it challenging? Is it interesting? Does it pay well? If all these are answered positively, then the next step the applicants need to do is to apply for the job. Nearly every job requires some forms of written application. Most job application forms ask for similar information about personal data, including educational background, employment history, and references.

一旦找到一個合適的工作，求職者應該要做什麼？首先，他們必須要知道關於那份工作的所有事項，問自己這些問題：我能勝任這份工作嗎？我想要這份工作嗎？這份工作有挑戰性嗎？這份工作有趣嗎？薪水好嗎？如果所有這些問題的答案都是肯定的，那麼申請者下一步需要做的就是申請這份工作。幾乎每份工作都需要一些書面申請表。大多工作申請表要求提供個人資訊，包含教育背景、工作經歷和推薦函等等類似資訊。