

<<求职英语>>

图书基本信息

书名：<<求职英语>>

13位ISBN编号：9787309062496

10位ISBN编号：7309062493

出版时间：2009-2

出版时间：复旦大学出版社

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页数：180

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### 内容概要

It is true that the book is not a guarantee of a job offer , for not all the advice or tools or tactics given in this book will apply to your specific situation and work for your job search. Yet they still can assist you in opening new doors and help you get into the job market successfully. The book offers you many available tools and techniques that you can use in your job search , and at the same time , it allows you to make modification to fit your personal style and specific needs. And that has been a central focus in writing this book. The book consists of five chapters , which cover the basic steps of job search : career planning , English recruitment advertisement , writing cover letters , preparing resumes and finally , interviewing.

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