

<<实用商贸英语听说教程>>

图书基本信息

书名：<<实用商贸英语听说教程>>

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### 内容概要

《实用商贸英语听说教程》适用面广，既可以作为国际经贸、国际金融等涉外专业的商务英语教材，又可以作为英语专业商务英语教材，也可以作为大学英语选修课教材、MBA学生商务英语课程教材、行业培训教材，还可以作为报考剑桥商务英语、准备出国学习MBA或其他商科人员的复习教材以及广大英语爱好者、自学者的工具书。

随书赠送光盘一张，所有录音部分均由北美人士原声朗读。

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书籍目录

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章节摘录

插图：Chronological resume documents work experience and education in chronological order, with the most recent dates first. Major categories are: Work Experience, Education, Professional Affiliations and Awards. This format is generally used by candidates applying for jobs in "traditional" organizations or for those who are staying in the same field. This type of resume is best used when your job history reflects growth, when the prior employment has been with a prestigious employer, and you want to emphasize that work experience, or when a prior job title may be considered impressive to the reader. This format may not be the most appropriate to use when your job history is irregular: you are changing careers, you have changed employment frequently, or you have little employment history. Functional resume intends to highlight your specific skills and accomplishments which have been demonstrated through specific work related achievements. Note that your skills do not necessarily have to be presented in the order in which they were accomplished; list them by order of importance as they relate to the job for which you are applying. Major categories are: Technical Abilities, Work History, Education, and Professional Affiliations. This format is best used when you want to change careers, when you are returning to the job market after a long absence, when your career growth has not been good, or when you believe extended work experience is not needed or desired for the job for which you are applying.

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编辑推荐

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