

<<英语专业四级考试模拟题解>>

图书基本信息

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### 内容概要

《英语专业四级考试模拟题解》的主编唐德根教授和张瑞鸿教授负责全书内容和结构的规划，组织编委进行编写，并负责全书的统稿和审稿工作。

编委分工如下：田琳负责编写全书12个单元的听写和听力理解题；张瑞鸿负责编写第一、二套试题；陈意德负责编写第三、四套试题，其中第三、四套试题的阅读理解部分由官科编写；曹丽英、刘欣和周冬华负责编写第五、六、七、八套试题；唐德根负责第九、十、十一、十二套试题的编写工作。

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章节摘录

Whats the first step to getting a job interview ?

Getting past the recruiter. Recruiters are usually your first contact with a potential employer. And they often decide whether your resume lands on the hiring managers desk or in a far off filing cabinet. While it ' s important to know the basic of what recruiters do , you also need to know what they DON ' t do.

After all , you don ' t want an inappropriate request to ruin your chance of an interview. Here are four things you shouldn ' t ask off a recruiter. **Dont Be Overly Friendly** Sure , recruiters are usually warm , friendly and helpful .After all , their job is to put you at ease and guide you through the hiring process. But theyre professional colleagues. and its crucial that you never forget it.

Think of the recruiter as a respected coworker and treat them accordingly.

Be friendly , but not overly casual or familiar .Its wise to keep personal conversations , jokes and physical contact to a minimum. After a tough interview with a hiring manager , you may be relieved to see a recruiters smiling face. Don ' t be tempted to let your guard down though ; you ' re still " on " .even if the interview has ended. A useful rule of thumb : Don ' t say or do anything in front of a recruiter that you wouldnt say or do in front of your boss ( or your mother ) . **Dont Expect Career Coaching** The recruiters goal is not to help you get a job. Its to help you navigate the hiring process at one specific company Recruiters aren ' t career coaches

It ' s not appropriate to ask them to help you craft your cover letter , edit your resume or plan your career path. You can ask questions about the company or industry in general.

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### 编辑推荐

《英语专业四级考试模拟题解》在编写过程中得到了湘潭大学外国语学院研究生宁博、李博、贺丽燕、邴邵媛、张颖等人的协助，谨此致谢！

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