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Keywords in Resumes

履歷關鍵字

There are so many resumes out there nowadays, and writing a good one can be tough. But now it's not just about making yourself look good, it's also about including keywords. Keywords are considered important for quite a few reasons.

現今有太多的履歷，要寫出一篇好的履歷是很有挑戰性的。不只需要讓自己看起來很出色，更要加入一些關鍵字。下列是關鍵字之所以重要的原因。



First of all, if your resume doesn't contain words that often appear in the **industry** you want to work in, your resume might get overlooked.

Recruiters on LinkedIn will often scan for these keywords. Certain jobs always have certain words **associated** with them.

第一點：如果你的履歷沒有出現目標產業所需要的關鍵字，你的履歷將會被忽視。LinkedIn上面的招募者都會審視這些關鍵字。特定的工作都會有特定關連的字眼。

Secondly, it's **vital** to include keywords that match the standard skills connected with the job you want. A recruiter will look for these skills when looking over each **applicant's** resume. If you're applying for a sales job, it would be useful to include words such as "generating sales," "communication skills," and "business development."

第二點：該工作需要具備的標準技能關鍵字也必須被包含，招聘的人員會在大家的履歷中找尋這些關鍵字，如果你正在申請有關業務性質的工作，加上「整合行銷」「善於溝通」「商業開發」等關鍵字是很有趣的。



Lastly, using keywords well is just as important as including them.

Keywords are a good way to get noticed, but if you just put them in randomly, a recruiter will lose interest. You have to use examples that are based on your experiences. You have to describe the things you did and fit the keywords in nicely.

最後，放入關鍵字和精確使用關鍵字是一樣重要，關鍵字可增加能見度，但如果被隨機的使用，招募者將會對你失去興趣。對於自身的經歷必須要

具體舉例。你必須描述你先前的工作經驗且搭配適當的關鍵字。

By following these steps, you're much more likely to obtain the job that you're **seeking**. It's a competitive world, and only those who put effort into finding a job will become successful.
藉由遵守這些步驟，你就很大的可能性獲得你正在尋找的工作。這是個競爭的社會，只有那些努力的人才會成功。

Vocabulary 好字精選

1. industry (n) any general business activity 產業，行業，工業

Because of the climate, the agriculture industry is thriving in this country.
因為天候的關係，這個國家的農業很盛行。

2. recruiter (n) a person who recruits people for jobs 招聘人員

A recruiter has to look over many resumes.
招聘人員必須看過很多履歷

3. associate (v) connect 有關連

I don't want to associate myself with this group of people.
我不想和這群人有任何關係。

4. vital (adj) absolutely necessary or important 重要的，關鍵的，至要的

If you want to get a good score on the TOEFL listening section, it's vital to listen carefully.
如果你想要在托福的聽力部份拿高分，仔細聆聽是很重要的。

5. applicant (n) a person who makes a formal application for something 申請者

The applicant was rejected because he didn't have the right skills.
這個申請者因沒有符合的技能而被拒絕。

6. seek (adj) to attempt to find (something) 尋找

Jane is seeking a new job.
Jane 正在找新工作。

Phrases and Sentence Patterns 句型解析

1. out there (phrase) in some area outside / in the world 在那邊

There really are so many stupid people out there.
那邊有很多愚蠢的人們。

2. look over (phrasal verb) to examine 確認; 檢驗

Tiffany looked over her shopping list one more time to see if she had forgotten to add something. Tiffany 再次確認購買清單是否有任何遺漏。

3. present continuous verb/clause + is just as adj. as + present continuous verb/clause (sentence pattern) 如同...

Flossing your teeth is just as important as brushing them.

用牙線清潔牙齒和刷牙一樣重要。

4. put (something) into (something) (phrasal verb) 放..進去

If you put effort into studying, you will probably pass the test.

如果你有努力念書的話，你很有希望通過考試。



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The Chinese in Indonesia

印尼華人

For hundreds of years, many Indonesians have been unfriendly toward the Chinese people that live in Indonesia. Chinese Indonesians have been **treated** unfairly. The Indonesian government hasn't given them the same protection that it gives Indonesians. Indonesian people have **blamed** Chinese Indonesians for many **economic** problems. In 1998, a number of Indonesians took part in riots. They tried to destroy many Chinese-owned shops and houses.

幾百年來，許多印尼人對於居住在印尼的華人並不友善，這些華人遭受到不公平的對待。印尼政府並未提供華人和印尼人一樣的保障。印尼人將許多經濟問題責怪在華人身上。在 1998 年有很多印尼人加入暴動行列，並嘗試摧毀華人所擁有的商店或是房子。



Although many Indonesians still dislike Chinese people, their feelings are slowly changing. Schools in the city of Lamongan, Indonesia are **requiring** students to learn Mandarin Chinese. Chinese teachers are being sent to this city to teach. Chinese Indonesian students want to learn Chinese to **reconnect** with their culture, and quite a few young Indonesians want to learn Chinese because they think it will be good for their future in business. China has affected economic growth in Indonesia for a number of years, and ever since the 1998 riots ended, the Indonesian government has tried harder to support the Chinese people that live in Indonesia.



儘管很多印尼人仍不喜歡華人，但狀況正慢慢轉變中。在拉蒙安的學校，政府要求學生學華語，很多華人老師被派遣到這個城市來教書。華裔印尼學生想要藉由學習華語來了解自己的文化，有些印尼年輕人認為學習華語有益於未來的就業。中國已經影響印尼的經濟成長多年，且政府在 1998 年印尼暴動結束後，也極力支持印尼的華人。

Vocabulary 好字精選

1. treat (v) to behave toward 對待，處理，治療

Natalie was treated differently after she changed her hairstyle.

Natalie 變更髮型後受到不同的對待。

2. blame (v) to find fault with 責備，怪罪

The other students always blame Kyle when something goes wrong.

當事情出錯的時候，Kyle 通常會受到其他學生責備。

3. economic (adj.) relating to the economy 經濟的

The economic problems are worse in this country.

該國的經濟每況愈下。

4. riot (n) a violent disturbance of the peace by a crowd 暴動

Because the government didn't fix the issue, there were riots in the streets.

因為政府沒有將這個議題處理好，所以街上發生暴動。

5. require (v) to specify as compulsory 要求，請求

All students are required to fill out this form.

所有的學生都被要求填寫這個表格。

6. reconnect (v) connect again 再次聯繫

Cooper and Colin decided to reconnect with their father.

Cooper 和 Colin 決定再次聯繫父親。

Phrases and Sentence Patterns句型解析

1. a number of (something) (phrase) several 很多的

A number of people are going to Jessie's party.

很多人要去參加 Jessie 的派對。

2. take part (in something) (phrase) to participate in 參加，參與

If you would like to take part in the Drama Club's activities, please contact Susan Brown. 如果你想要參加戲劇社的活動，請聯繫 Susan Brown。

3. ever since + simple past/clause, + present perfect/clause (sentence pattern)

從...以來

Ever since Bernie fell off his bike, he hasn't dared to try riding it again.

Bernie 自從從腳踏車上摔下後，她不再敢嘗試騎腳踏車了。



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