

Complete Lesson Transcript – Lesson 225 [English]

Kirin: Chinese Learn Online lesson 225 .

Hello everyone , I'm Kirin .

Raphael: Hello everyone , I'm Raphael .

Adam: And hello, I'm Adam.

Kirin: Welcome to Taiwan and our progressive course teaching Mandarin Chinese . What are we studying today ?

Raphael: Do you remember we recently taught a lesson related to job interviews ?

Kirin: Umm, I remember that lesson .

Raphael: Today we are going to continue this topic . We'll take a look at looking for jobs , or when doing job interviews , what questions we might hear .

Kirin: Ok .

Raphael: Normally when you go for interviews , what will you take with you to give them to look at ?

Kirin: Resume / CV .

Adam: Resume or CV.

Raphael: Now in your resume , what information will we see ?

Kirin: There might be some material introducing yourself , the schools you attended in the past , as well as some other work experience .

Raphael: Right, in some countries in Asia , some countries will prepare their own resume , for those being interviewed to fill out . But in other countries , you can prepare your own resume , and use your own method to explain the information you prepared .

Kirin: So which method do you think is better ?

Raphael: That depends . If it's a resume that the company prepares for you , then it's easier for the boss to find the information about you that he is looking for . But if it's one

you prepared yourself , you can write a bit more about your strengths . As well, sometimes , from those resumes written by themselves, we can see a person's personality emerge . Ok, let's now look at the different parts of a resume . The first part is

Kirin: Personal information .

Adam: Personal information.

Raphael: In this section , what do we see ?

Kirin: Here we have to fill out some basic information , like our name, address and telephone number .

Raphael: Right, what are these three parts called ?

Kirin: Contact information .

Adam: Contact information.

Raphael: Now why is this contact information important ?

Kirin: Because if the boss wants to contact you , he needs the right information , this way he can find you .

Raphael: Right . Ok, what is the next section called ?

Kirin: Education information .

Adam: Education information. The Education record here literally means "school record".

Raphael: Normally we write the names of the last two schools that we graduated from , as well what we studied in school . If the job you are applying for is related to what you studied in school , then you will have a better chance to get into that company . But if what you studied in school isn't related to the job you are applying for , or isn't very good , the boss will probably pay more attention to the next section

Kirin: Work experience .

Raphael: This is the jīng in experience .

Adam: Work experience.

Kirin: Work experience .

Raphael: Now why would they want to see your work experience ?

Kirin: If your experience at your previous job is similar to that of the job you are applying for , they will probably like you better , since they won't have to spend a lot of time teaching you how to do it .

Raphael: Right, some jobs need more time to teach you how to do it . So people who already have that type of work experience , will find it easier to find work . Ok, the last section of the resume is

Kirin: Certificate .

Adam: Professional certificate.

Raphael: The Professional certificate describes another part

Kirin: Skills .

Adam: Skills.

Raphael: Sometimes, when you want to change jobs , you might need some new skills . To get these skills, you can go back to university , or to some special places to learn them . After you have learned these new skills , when the course finishes , they will give you that skill's certificate .

Kirin: If it's needed by your work , or you want to increase your salary , you can also go test for some certification , this might help you increase your position within your company .

Raphael: Right . Ok, let's take a moment to review the new words taught to you today .

Kirin: Resume / CV .

Adam: Resume.

Kirin: Personal .

Adam: Personal.

Kirin: Contact .

Adam: Contact.

Kirin: [School record](#) .

Adam: School record.

Kirin: [Experience record](#) .

Adam: Experience record.

Kirin: [Certificate](#) .

Adam: Professional certificate.

Kirin: [Skills](#) .

Adam: Skills.

Raphael: [Ok, our premium subscribers can visit our website chineselearnonline-com for more practice](#) .

Kirin: [See you next time](#) .