

GLOBAL TALK

Serving James English School
and our clients
since 2005

INSIDE THIS ISSUE *FIRST JOB***First Jobs**

■ お薦め書籍

Get ready for your job! ~カバーレターの書き方~

Business English ~とっさのひとこと~

米沢校 Markが初めての職探しについて振り返っています。

独特のユーモアを含んだ内容に挑戦してみましょう。

S

ooner or later we all have to face it. The time when we emerge from the warm, comfortable **womb of education** and go out to face the harsh realities of earning a living in the real world. Those of us **ensconced** in secure (or semi-secure!) jobs should, perhaps spare a thought to those unfortunate souls who must begin their search in the middle of a major global economic crisis. Not only must they **contemplate** how they want to spend the rest of their lives, but must also face the daunting task of tailoring their desires to meet the **restricted** opportunities of the current job market and the likelihood of being **rejected** by many, possibly all of the employers that they would want to work for.

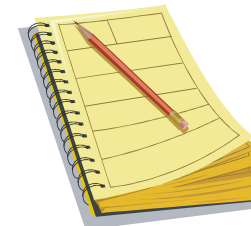
First, of course, the decision must be made; What sort of job can I do? For those **sensible** people who study engineering or accounting this is not a major problem, but for those of us who followed our hearts into history, English literature or art this can be a truly traumatic moment. What follows is a desperate search through file cabinets and databases for possible jobs. What exactly does a technical writer do?

Next the **resume** (or for those from outside North America, the CV). How exactly do I pad this so it looks like I have done something interesting in the past 20 odd years. **Throw in** lots of words like challenged, accomplished and succeeded to try and make it look as impressive as possible.

-- cont. from the left

Next you have to decide who to send it to. A frantic search for companies that might, conceivably deign to read this pathetic missive. Then the inevitable lack of any replies or even better, the condescending notes explaining why you are completely unemployable.

So, from those of us who have experienced the horror to those who have yet to endure it, just remember, that which does not kill you makes you stronger.



読み解きのヒント

womb of education	教養のあるところ		
ensconce	落ち着かせる	sensible	認識している
contemplate	熟考する	résumé	履歴書
rejected	拒絶された	throw in	おまけとして添える

First Jobs

Mark Chester / James English School Yonezawa

- cont. on the right

～ カバーレターの書き方～

カバーレター豆知識

1. ボンド紙(上質紙)を使用しよう
2. 1ページ以内にまとめる
3. 活字体でタイプしパラグラフ間はスペースをあける
4. 本文は3つのパラグラフにまとめる (右図:④・⑤・⑥参照)



画像参照: <http://www.cover-letter-resource.com/excov12.html> 参考: <http://www.writeexpress.com/CoverLettersImportant.html>

面談への第一歩は履歴書を読んでもらうことから・・・
履歴書に添えるカバーレターの基本をおさえておきましょう

①氏名・住所・連絡先
EDDY CARRON
78 Vermont Ave., Edinboro, PA 17129-0144
Residence: (814) 847-1244 - Eddy2@interbusiness.com - Cellular: (814) 847-4884

②日付
April 12, 2009

③相手先の住所
③担当者名(敬称・役職)
Mike Cain, Executive Project
Media Media Company Ltd
852 - 2nd Ave. N.E.
Edinboro, PA 17129-0144

④希望する職種
その職種を希望する理由
希望職種のために学んだ事柄
希望する企業について 等

⑤資格・技能・学歴・職歴
興味のある分野等の概略

⑥希望する職種についての自己
アピール・担当者との面談を心待ちにしている旨等を添える

Dear Mr. Cain:

If you are searching for a new media manager with expertise in project coordination, I would like to be considered for the position. For the past 5 years I have specialized in creating and implementing performance strategies that directly influence development and efficiency. My addition to a solid knowledge of business operations, I also offer experience in the cutting edge technologies.

The qualifications and professional knowledge I can bring to your organization include:

- Solid expertise in systems and product design, development and marketing, and social networking.
- Verifiable success in creating superior work and a proven ability to simplify structure, leading to highly reliable and measurable progress.
- Consistent contribution to the successful completion of all assigned business.
- Excellent interpersonal and communication skills - public speaking, writing, and administrative tasks.

Although mine has been a successful career with Northern Carolina's largest full service advertising and communications firm, I am relocating to the Edinboro area, and I am interested in opportunities with your organization.

My project coordinating talent, technical expertise, and reorganizing abilities have contributed to a number of successful website projects. The enclosed resume outlines my credentials and accomplishments in detail. I will contact you next week for a mutually convenient appointment to discuss the further.

Respectfully submitted,
Eddy Carron
Enclosure: Resume

お薦め書籍

～ 基礎からしっかり復習～

忘れてしまった中学の英語を
復習する本
実践編
中経出版 島田浩史



学校で習った記憶はあるのだけれど・・・、頭の片隅にある記憶を掘り起こし、再確認をしてみましょう。『実践編』では現在完了形も取り上げられており、イラストも交えて説明されています。気軽に復習に取り組みたい方向けです。

Business English

よくあるこんな状況、こんな時になんと言う??

電話で相手の名前を丁寧に尋ねたい

例) Hello there. Can I speak to Mike Anthony please?
⇒ Who shall I say is calling? (どちら様でいらっしゃいますか)



所在を確認したい

例) Hello there. Can I speak to Smith Jenkins please?
⇒ Please hold and I'll see if he's in. (少々お待ちいただけますでしょうか)



会議中に内容の確認をしたい・・・

Can I just ask you - sorry to hold the meeting up - can I ask you about those dates, because ...
(質問があるのですが・・・会議を中断し申し訳ありませんが、○○のため、それらのデータについてお尋ねしたいのですが)



《 GLOBAL TALK 話題受付中! 》

Global Talk では皆様からの内容に関するご要望を受け付けております。取り上げて欲しい話題、ご意見、ご質問等ありましたら、下記のメールアドレスまでお知らせください。

jeskitakami@james.co.jp



With contributions by
Mark Chester, Hiroko Minami
ジェイムズ英会話 <http://www.james.co.jp>