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Writing a Cover Letter and Résumé

求職信與履歷表加分寫作

★求職信四大重點句型★



1

I would like to apply for the post of title with company, which I saw advertised in/on . . .

我想要應徵 公司名 的 職稱 一職，我是在……看到刊登的廣告。

- I would like to apply for the post of Project Manager with Delta Home Entertainment Systems, which I saw advertised on NeedJob.com.

我想要應徵戴達家庭娛樂系統公司的專案經理一職，我是在 NeedJob 網站上看到刊登的廣告。

2

As you will see from my résumé, I have experience in the area of . . .

從我的履歷表您可知道，我有……方面的經驗。

- As you will see from my résumé, I have experience in the area of event planning.

從我的履歷表您可知道，我有活動企畫方面的經驗。

3

I am a(n) . . . professional who prides herself/himself in/on . . .

我是個……的專業人士，以能……感到驕傲。

- I am a detail-oriented professional who prides himself in maintaining quality at work.

我是個細節取向的專業人士，以能維持工作品質感到驕傲。

正面對「特質」加分替換字：
• **adaptable** [ə'dæptəbl] 適應性強的
• **decisive** [dɪ'saɪsɪv] 要斷的
• **expressive** [ɪk'sprezɪv] 善於表達的
• **forward-thinking** [fɔːr'wɔːd ˈθɪŋkɪŋ] 具前瞻性思考的
• **perceptive** [pə' septɪv] 理解力好的
• **persistent** [pə'sɪstənt] 有毅力的

4

With my . . ., I believe I am an ideal candidate for the position of title.

以我的……，我相信我是 職稱 這項職務的理想人選。

- With my interpersonal skills, I believe I am an ideal candidate for the position of PR Manager.
以我的人際關係技巧，我相信我是公關經理這項職務的理想人選。

① Mary Smith
10F, 239 Patterson Boulevard,
Houston, Texas 77003

June 10, 2012

② Ms. Tanya Cartwright
HR Manager
Functional Fabrics
1387 Linden Rd.,
Memphis, Tennessee 901

Dear Ms. Cartwright:

③ I would like to apply for the post of Marketing Director with Functional Fabrics, which I saw advertised in the career section of the *Houston Herald* recently. As you will see from my attached résumé, I have **extensive¹** experience in the area of marketing and sales. In fact, much of my career has been spent in management positions. Furthermore, I have a proven **track record²** of **consistently³** and significantly boosting company revenue.

④ I am a **dedicated⁴** hardworking professional who prides herself in taking on new challenges and regularly updating her skill set. With my **wealth⁵** of experience, determination and **resourcefulness⁶**, I believe I am an ideal candidate for the position of Marketing Director.

⑤ I would be pleased to provide any further information you may need, including letters of reference, and I eagerly look forward to meeting with you at your convenience.

Sincerely,

Mary Smith

求職信寫作要點：

① Applicant's name and address

求職者的姓名與地址

將姓名、住址等資訊置於信件右上角，靠右對齊。

② Recipient's name and address

收件人的姓名與地址

註明收件人姓名、稱謂與應徵公司的名稱和地址，書寫格式為齊頭式（fully blocked），日期則靠右對齊和收件人姓名置於同一行。

③ Reason for writing

致函原因

包括從何得知應徵資訊、目前的工作職責（duties）、相關經驗及成就（accomplishments）。

④ Qualities

特質

簡述個人特色（characteristics）與能力（abilities）來說明自己為什麼是合適人選。

⑤ Suitable closing

適當的結語

文末表達希望有面試的機會。

Key Words 字彙最前線

1. **extensive** [ɪk'stensɪv]
adj. 廣泛的

2. **track record** 過往的紀錄

3. **consistently** [kən'sɪstəntli]
adv. 一貫地

4. **dedicated** [dɪ'deɪkeɪtɪd]
adj. 盡心盡力的

5. **wealth** [wɛlθ] n. 豐富6. **resourcefulness**

[rɪ'sɔ:sfʊləns] n. 足智多謀

Crafting a Contract in English

英文商務合約輕鬆上手

合約範例與結構分析

Title 標題

合約效力主要來自各項條款，加標題通常只是為了方便檢索。

Commencement [kə'menʃmənt]

開場白

列出訂約日期、契約當事人名稱、主要營業處等資訊。

Preamble/Recitals

[pri'æmbəl] [ri'saɪtəl]

前文

陳述訂約緣由與目的。

Contract for Sale and Purchase of Goods

This agreement is made and entered into this twenty-third day of July in the year 2012, by and between Eastland Mill, hereinafter referred to as "seller," and Forward Fashion, hereinafter referred to as "buyer."

WITNESSETH[†] THAT:

Whereas seller hereby agrees to transfer and deliver to buyer, on or before thirtieth August, 2012, the following goods:

5,000 units Dri-Fit Running/Outdoor Jackets (XS to XL)

Now, therefore, in consideration of[†] mutual covenants¹ and agreements contained herein, the parties hereto agree as follows:

1. This agreement is valid² for one year.
2. Seller hereby agrees to deliver first shipment of goods on above date. Goods shall be deemed³ received by buyer upon signed acceptance of delivery. Buyer maintains the right to examine goods before acceptance of delivery.

Habendum Clause [hə'bendəm]

主文條款

- 契約的核心部分，用以清楚規範當事人的權利與義務。
- 可分為一般條款 (general terms) 與特別條款 (special terms)。
- 範例為一般條款的常見項目，訂約者可依需求作增減。

3. Seller will ship goods on the twenty-fifth of each month for the one year period of the contract, giving two months' notice for any schedule changes.
4. Buyer agrees that **ten thousand U.S. dollars (US\$10,000)** is to be paid upon the **initial⁴** order of goods and **twenty thousand U.S. dollars (US\$20,000)** paid upon acceptance of goods.
5. The above payment of **ten thousand U.S. dollars (US\$10,000)** will be made only for the first order. **Subsequent⁵** orders will not require this payment.
6. It is hereby agreed that payment may be made by either cashier's check or wire transfer.

In witness whereof,[†] the Parties hereto have caused this Agreement to be **executed⁶** in duplicate by their authorized representatives.

SIGNED by _____
 For and on behalf of _____
 Witnessed in the presence of _____
 Date _____

SIGNED by _____
 For and on behalf of _____
 Witnessed in the presence of _____
 Date _____

 寫作小提醒：數目的表達方式

英文契約若有記載金額時，為防止竄改，一般都會採用英文數字（先）與阿拉伯數字（後）一併載入的方式，如範例標示桃紅色處。

 **Witness Clause** 結尾條款

以 **In witness whereof** 的文句開始，此段主旨為「證明確實是由雙方代表所簽署」。

 **Signature** [ˈsɪɡnə.tʃə] 署名欄

含合約簽署者姓名、代表公司名稱、見證人姓名以及簽訂日期。

中文翻譯請見 p. 171

Key Words 字彙最前線

1. **covenant** [kəvənənt] *n.* 謂約
2. **valid** [vælɪd] *adj.* 有效的
3. **deem** [dɪm] *v.* 視作
4. **initial** [ɪ'nɪʃəl] *adj.* 最初的
5. **subsequent** [səb'sɪkwənt] *adj.* 隨後的
6. **execute** [ɪk'sɪkju:t] *v.* 履行

 **補充說明**

[†] **witnesseth** 表示「茲證明」，為 **witness** 的古字，字尾的 **th** 相當於第三人稱單數的 **s**。

[†] **consideration** 指「對價」，又稱為「約因」，泛指契約當事人之間所交換的金錢、物品、服務、約定等。**in consideration of** 即表示「以……為約因」。

[†] **in witness whereof** 是「茲此特立約為據」的意思，**whereof** 為古語，指「關於那人物」，文中用來借指前述的主要條款。

1

This agreement is made and entered into this date, by and between A, **hereinafter** referred to as "seller," and B, **hereinafter** referred to as "buyer."

本契約締結於 日期，雙方當事人為 甲方，以下稱為「賣方」，和 乙方，以下稱為「買方」。

- This agreement is made and entered into this 8th day of July, 2012, by and between Xavier Tech Inc., **hereinafter** referred to as "seller," and Yanton Service Company, **hereinafter** referred to as "buyer."

本契約締結於 2012 年 7 月 8 日，雙方當事人為 薩維爾科技有限公司，以下稱為「賣方」，和 延頓服務公司，以下稱為「買方」。

Whereas seller/buyer hereby agrees to ...

賣方／買方於此同意……

2

- Whereas buyer hereby agrees to pay for said goods in accordance with the terms of this contract.

買方於此同意依合約條款給付上述貨物款項。

Goods shall be deemed ... by buyer upon ...

貨物經買方……後即視為……

3

- Goods shall be deemed accepted by buyer upon careful examination.

貨物經買方仔細檢查後即視為接受。

It is hereby agreed that payment may be made by either ... or ...

茲合意款項可透過……或……給付。

4

- It is hereby agreed that payment may be made by either cash or money order.

茲合意款項可透過現金或匯票給付。



The Parties hereto have caused this Agreement to be executed in duplicate by ...

本契約作成一式 兩份，由……締結本契約。

5

- The Parties hereto have caused this Agreement to be executed in duplicate by both parties.

本契約作成一式兩份，由兩造締結本契約。