

Work in Chinese

Word	Translation	Transliteration
resume	简历	jiǎnlì
cover letter	求职信	qiú zhí xìn
interview	面试	miànshì
job application	工作申请	gōngzuò shēnqǐng
references	推荐人	tuī jiàn rén
work experience	工作经验	gōngzuò jīngyàn
skills	技能	jì néng
qualifications	资格	zī gé
salary	薪水	xīn shuǐ
benefits	福利	fúlì
human resources	人力资源	rén lì zī yuán
job description	职位描述	zhí wèi miáoshù

hiring process	招聘流程	zhāo pìn liú chéng
employee	雇员	gù yuán
employer	雇主	gù zhǔ
career	职业	zhí yè
position	职位	zhíwèi
promotion	晋升	jìn shēng
performance review	绩效评估	jì xiào píng gū
training	培训	péi xùn
orientation	入职培训	rù zhí péi xùn
contract	合同	hétóng
termination	终止	zhōng zhǐ
compensation	补偿	bǔ cháng
job offer	职位提供	zhíwèi tíngōng