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https://www.100test.com/kao_ti2020/121/2021_2022__E5_9B_9B_E5_85_AD_E7_BA_A7_E8_c83_121800.htm (十一) How to Succeed in a Job Interview

1、面试在求职过程中的作用
2、取得面试成功的因素：仪表、举止谈吐、能力、专业知识、自信、实事求是.....

Nowadays, in an ever tighter job market, great importance has been attached to an interview by both the employer and the applicant. The interview, so to speak, has become indispensable for getting a satisfactory job. On the one hand, the interviewer can take advantage of the occasion to learn about the candidates, such as their work experiences, education and their personalities, so as to pick out the right candidates for the company. On the other hand, the interviewee can make use of the opportunity to get to know the job he is going to take up, the credibility of the firm to which he has applied, and the working conditions as well. Essential as it is, the job interview is far from fearful. Well begun, half done. Excellent performance in it will enable the would-be employee secure the job. But how can one succeed in it? First of all, the interviewee has to pay attention to his or her appearance. Though we can never judge a person by his appearance, the first impression is always where we start. Secondly, good manners are equally important. The interviewee has to be neither too proud nor too timid. Just be courteous. Thirdly, the interviewee must demonstrate his aptitude and skills for the job and knowledge about the job-related areas; he must express himself

clearly and confidently. Last but not the least , the interviewee ought to be honest about his or her personal as well as academic background , for honesty is the best policy. To sum up , the job interview is indeed important. There is no need to be nervous , however , if the interviewee has made full preparations for it and given a fairly confident and honest performance , his or her success can be ensured. 21 (十二) A letter to the University President about the Canteen Service on Campus 假设你是李明 , 请你就本校食堂的状况给校长写一封信 , 内容应设计食堂的饭菜质量、价格、环境、服务等 , 可以是表扬 , 可以是批评建议 , 也可以兼而有之。 January 12. 2002 Dear Mr. President , My name is Li Ming. I am a sophomore of the law school. As the school year is drawing to a close , I venture to write a letter to you about the canteen service on campus which has given rise to much complaint among students. The focus of the complaint is the poor quality of the food. The rice is just like bullets and the buns are like hand grenades. They are too hard for us to chew. And the vegetables are so overcooked as to lose their nutrients. The fish and meat are not given full measure. The only thing we are satisfied with is the free soup. However , the price of the food is surprisingly high. If we have 3 meals all in the canteen , at least twelve yuan is gone to keep our body and soul together. As a result , many of us go out to have meals. Honestly speaking , the dining environment has been improved , with the wall painted and some Chinese calligraphy works posted up. But there are only two canteens on the campus. As the number of students is ever increasing , there is not enough space

and seats to allow us to have our meals there. The attitude of the service staff to the students is not hospitable at all. All in all , there is still much room for improvement as far as the canteen service is concerned. I hope we will not suffer for another two years. Best regards. Sincerely Yours Li Ming 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com