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I: Interviewer (面试者) A: Applicant (求职者) 教育背景：简明扼要，实话实说 尽管你在简历中对自己的教育背景作了介绍，但在面试时，面试官还有可能就此方面提问。还是事先做点准备吧。

I:whatisyourmajor? A:My major is Business Administration. I am especiallyinterestedinMarketing. (不仅回答了问题，还顺带一句介绍了自己较为感兴趣的方面，简明扼要。)

I:Which university are you attending? A:I am attending × × × University.

I:Have you received any degrees? A:Yes. First, I received my Bachelor de-gree inEnglishLiterature, and then an MBA degree.

I:What course did you like best? A:Project Management. I was very inter-ested in this course whenIwas a student. And I think its very useful for my presentwork.

I:Do you feel that you have received a good generaltraining? A:Yes, I have studied in an English train-ing program andacomputer training program since I graduated from university. Iamcurrently studying Finance at a training school.

工作经验：显露实力，避免炫耀 I:Have you ever been employed? I:Your resume says you have had one-year experience working inaforeign representative office in Shanghai, may I ask whyyoucenter? A:I worked in a foreign rep.office for one year.However,Icenterthere two years ago because the work they gave me was ratherdull.Ifound another job that is more interesting.

I:Have you done any work in this field? I:What qualifications

do you have that make you feel you will be successful in your field?

I: What have you learned from the jobs you have had? A: I have learned a lot about business know how and basic office skills. In addition, I learned at my previous job show to cooperate with my colleagues.

I: What's your major weak point? A: I haven't been involved in international business, so I don't have any experience, but I have studied this course in the International Business Training Center of the × × × Company.

I: What are your greatest strengths?
(实话实说好了，不必客气，但应注意语气和表情，不要给人炫耀之感。)

I: Please tell me about your working experience.

I: Does your present employer know you are looking for another job? A: No, I haven't discussed my career plans with my present employer, but I am sure he will understand. 性格爱好：表现积极、合作的一面

I: How do you spend your spare time?

I: Are you interested in sports? I: Do you think you are introverted or extroverted? I: What kind of personality do you think you have? A: I always approach things very enthusiastically. When I begin something, I don't like to leave it half done. I

can't concentrate on something new until the first thing is finished.

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