

2001年01月英语四级试题（写作）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/163/2021_2022_2001_E5_B9_B401_E6_c83_163643.htm Part Writing (30 minutes) Directions:

For this part, you are allowed thirty minutes to write a composition on the topic: How to Succeed in a Job interview? You should write at least 100 words, and base your composition on the outline given in Chinese below: 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…… How to Succeed in a Job Interview? [范文] 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 person 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 salary, the working conditions and many other things about the job he is interested in. Therefore, the job interview is very important to a job-hunter. But how can one succeed in it? Firstly of all, the interviewee must pay attention to his or her appearance. The first impression is always where we start. Get dressed properly and neatly. Secondly, good manners are equally important. Don't be too proud, and neither too timid. Just be courteous. Thirdly, the interviewee must demonstrate his aptitude and skills for the job and

his knowledge about the job-related areas. Be confident. 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, but there is no need to be nervous. As long as the interviewee has the ability for the job, with careful preparation and a fairly confident and honest performance, his or her success can be ensured. 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