

面试英语 - 工作经验和成就 PDF转换可能丢失图片或格式，
建议阅读原文

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Q: Have you got any achievement or received any honor in the company? A1: Yes, I was chosen as one of "employees of the month" last year. And as a sales manager I succeeded in raising yearly sales volume by 25%. 《白领英语900句》：不管怎么说，你在以前的职位上工作时总会取得过一些业绩，试着回想一下。诸如迄今为止完成的成果和对公司的贡献，一定要认真想想。因为这是证明你的实力的最有力的证据。 A2: As I am an administrative secretary, I have

develop a secretarys training manual which explains procedures and significantly reduces clerical errors. (作为行政秘书，我编撰了一本说明办公室工作程序并减少事务性错误的秘书培训手册。

) 《白领英语900句》：即使是以打字，复印文件和接电话为主要工作的秘书，在简历中也加进了这样的accomplishment, 用以显示其杰出的能力，会给面试官留下深刻的印象。在说明业绩成就时，会经常用到develop这个词，会给人以复杂，罗唆的感觉，尝试用运以下词丰富于变化。Create (创作)

; compose (写作) . design (设计) . establish (建立) .

formulate (创制) . implement (实施) . institute (制定

) . introduce (引进) . organize (组织) . set up (设立) A3: Ill be

glad to .Being an electrical engineer of Macro Motor Company Ltd.,

I improved our assembly line of the electric fans. As a result the

annual output has been greatly increased.Q: Why are you leaving

your current position? A1: I need to be challenged to develop my

potential further. Im interested in additional responsibility and new opportunity, which unfortunately are limited at Macro Motor Company Ltd. Because of company restructuring. 《白领英语900句》：当今社会跳槽已不是什么新鲜的事儿，不必可以隐瞒。但过于频繁的更换工作可能会给面试官以不安份的印象，你可强调：多种工作背景使自己经验丰富，能更好地为新雇主服务，而且你已希望安定下来。你可以把责任归咎于自己的年轻不成数，而工作经历已使你成长，变得稳定多了。类似的或许还会问："How many employers have you worked for?/How many work units have you served? 旨在了解你曾换过几次工作。基本词汇：accomplish 完成任务等achievement 工作成就administer 管理 analyze 分析 appointed 被任命的 assist 辅助 be promoted to 被提升为/be proposed as (被提名推荐为) breakthrough 关键问题的解决 conduct 经营，处理 duties 职责 eliminate 消除 expand 扩大，推广 execute 实行，实施 integrate 使结合，使一体化 operate 操作 operating the fax and duplicators (操作传真机和打印机) sponsor 主办 supervise (监督，管理) 实战对话：A: Have you worked as a secretary? B : Yes, I have worked as a secretary in an investment company? A : What are you doing now? B : Im learning English and I hope I can get more chances. A : Could you tell me whats your last job? B : Of course, I worked at an advertisement Co. Ltd. And I do sales work. A : Would you mind telling me the name of the company? B : OK, the name is Xinyue Internet Co. Ltd. A : Have you got any achievement or received any honor in the company? B : Yes, I was chosen as one of "employees of the month" last year. And as a sales

manager I succeeded in raising yearly sales volume by 25%. A

: Well, youve done a good work.无限扩展：询问有关工作经验和成就的问题还有很多，希望大家在面试前总结一下过去的工作经验，找出同招聘的职位有积极影响的卖点，包括：工作业绩，职务，职称，科研成果，著述与奖励。面试是一次推销自己的机会，要让你的面试官觉得此岗位非你莫属的境界。尤其是外企面试，辞不达意又没有条理的回答肯定会让你失去很多机会。即使是中文面试也不要以为自己的口才多好，即兴发挥就可以过五关斩六将。机会总是留给有准备的人。以下几个常见问题希望大家思考一下：1. Describe the best company you ever worked for. (Think carefully about what "best company" means to you as an employee and develop your script from your experience. Write it in the lines provided after the following two samples.) 2. What qualifications do you have that make you feel you will be successful in your field? 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