

面试时如何自我介绍选择三个重点来介绍自己 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/166/2021_2022__E9_9D_A2_E8_AF_95_E6_97_B6_E5_c96_166281.htm 面试时，我们会面对形形色色的问题，而最令人哑口无言的，往往是一些最简单和最常见题目，比如“请你自我介绍一下”。大多数应征者的反应是--我应该如何作答呢？其实要懂得应对此问题，就要先做好准备 Youll have a better chance of impressing the interviewer if you think about this question before the interview. The first thing to realize is that the question, "Tell me about yourself," provides you with a great chance to promote your strong points. This is particularly important when applying for a job that is different from what you have done in the past. You need to show the interviewer that your previous jobs provide you with skills that can be used in the new job. WHAT TO TALK ABOUT 如何介绍？你可以选择三个重点来介绍自己，但避免重复履历中曾提及的资料。 Around this skeleton should be the meat of your answer. your less obvious, but important skills. Here are some of the skills that you might want to mention. 你可以介绍自己是： Problem solver 解决问题能手 Creative thinker 充满创意 Accurate 小心谨慎 People person 与人相处融洽 Team player 合群 Organized 组织力高 This doesnt mean that you just say, "Im a great problem solver." Instead, explain how you used your problem-solving skills at your previous job. 事例比自我夸耀更能说明问题。 自我介绍的时间不要过长，最好是一至三分钟。最初你可能会觉得时间太长，但当你真正要介绍自己三项特质时，你就会发现时间

不够用了。 WHAT TO SAY 应说什么？ What you actually say, in terms of the words you use, is something that you have to decide. You need to create an answer that sounds natural and, at the same time, interesting. 背答案估计没有人愿意听。 The way to determine whether your answer is natural is simply by writing a first draft of the answer and then read it out loud. When you do this, youll probably spot things that you have to change. 当你构思答案时，你要想想应该如何说出，内容要令人感兴趣，不沉闷，避免滔滔不绝地只说自己的强项。 Here are some final things to think about when answering the question "Tell me about yourself." Mention major awards or accomplishments that relate to your career. 阐述工作上的重要成就或奖项 Promote your strengths, but do not mention any of your weaknesses. 推销自己的长处，但不要提及自己的弱点 Try to be funny if you can, but dont force it. 可以的话，尽量说得幽默有趣 Summarize your career and education, but dont recite a list. 概括说出你的工作经验和学历，但切勿背诵 Dont start with your date of birth. 不用提及你的出生日期 Avoid information that is not career-related. The fact that you own a dog wont get you a job 避免说一些与职业无关的事，例如：你有一只狗，这并不能为你争取到工作 Always answer this question 经常思考和解答这条问题 Try to sound natural 对答要自然 Relax and enjoy yourself! 放松心情，尽力而为。 祝你面试成功！ 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