

面试时最令人哑口无言的问题 PDF转换可能丢失图片或格式
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https://www.100test.com/kao_ti2020/175/2021_2022__E9_9D_A2_E8_AF_95_E6_97_B6_E6_c8_175159.htm 面试时最令人哑口无言的问题 Tell me about yourself: How to answer this difficult question 面试时最令人哑口无言的问题 - 请你自我介绍一下 A common interview question that can leave people speechless is "Tell me about yourself." The immediate response for many people is: where do I start? 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的题目，如「请你自我介绍一下」。大多数应征者的实时反应是 - 「我应该如何开始作答呢？」 The basic answer about where to start is with preparation. You'll have a better chance of impressing the interviewer if you think about this question before the interview. 其实要懂得应对此问题，就要先做好准备，认真考虑问题的涵意。这是一个最好的机会，让你在雇主面前留下好印象。 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. 「请你自我介绍一下。」这条问题当中有很大的发挥空间。对于转行的人士而言，就更加重要了。因为他们可以藉此向雇主说明过往的工作经验和技巧，能如何应用于新工作上，说服雇主聘请他们。 WHAT TO TALK ABOUT 如何介绍？ With that in mind, make a list of the three most important

things you want the interviewer to know about you. Avoid focusing on simple references to things that are already on your resume, although this information should form the skeleton of your answer. 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。应尽量把你不大明显但重要的技能「推而广之」。以下为你提供一些参考。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 Organised 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. 当然你不可能单单说自己是一个解决问题的能手就罢了，你必须加以解释和说明，增强说服力。例如：你可以列举一些曾为以前公司解决重要问题的事例。 Keep your answer short & incl.V about one to three minutes is generally considered good. That may not seem like much at first, but youll probably discover that you dont have enough time once you start covering three things you want to highlight. 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 应说甚么？ 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. 在自我介绍时，应该说甚么？应该如何构思呢？你的答案最好是自然，不要过分自夸，也

不用过分谦虚，但必须令人感兴趣。 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, you'll probably spot things that you have to change. 你最好先写下一个「自我介绍」的初稿，然后大声地朗读。当你这样做时，你就会发现须要修正的地方。 Dont worry too much about making the written answer perfect. You're not going to recite it from paper. Instead, this is just a chance for you to determine the length of your answer. 练习时，你无须介怀自己所写的答案不够完美，因为当你面试时，你不会原文照读的。这只是一个机会，让你更容易掌握答案的内容和长度。 As you prepare your response, think about how you would talk. You'll want to sound interesting, not boring, so avoid writing just a list of your strengths. 当你构思答案时，你要想想应如何说出，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." 最后，为你提供一些对答「自我介绍」的意见： 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！
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