

办公英语系列-InterviewEnglish英语面试经验谈1 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/205/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E8\\_8B\\_B1\\_E8\\_c39\\_205034.htm](https://www.100test.com/kao_ti2020/205/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_205034.htm) 想找一份满意的工作吗？面试中面对外国老板连珠炮似的提问，有没有觉得心慌意乱、无所适从？求职过程中面试尤为重要，回答问题，如果能简明扼要，真诚中肯，合乎老外口味，那么录取机会必定大大增加。当然，有的问题，也要轻描淡写，以免言多必失。本篇摘录了若干面试中出现频率较高的问题及精彩回答，希望能在您求职路上助您一臂之力。

Q：Can you sell yourself in two minutes？ Go for it. 你能在两分钟自我推荐吗？大胆试试吧！

A：With my qualifications and experience， I feel I am hardworking， responsible and diligent in any project I undertake. Your organization could benefit from my analytical and interpersonal skills. 依我的资格和经验，我觉得我对所从事的每一个项目都很努力、负责、勤勉。我的分析能力和与人相处的技巧，对贵单位必有价值。

Q：Give me a summary of your current job description. 对你目前的工作，能否做个概括的说明。

A：I have been working as a computer programmer for five years. To be specific， I do system analysis， trouble shooting and provide software support. 我干了五年的电脑程序员。具体地说，我做系统分析，解决问题以及软件供应方面的支持。

Q：Why did you leave your last job？ 你为什么离职呢？

A：Well， I am hoping to get an offer of a better position. If opportunity knocks， I will take it. 我希望能获得一份更好的工作，如果机会来临，我会抓住。

A：I feel I have reached the "glass ceiling" in

my current job. I feel there is no opportunity for advancement. 我觉得目前的工作，已经达到顶峰，即有升迁机会。

Q : How do you rate yourself as a professional ? &nbsp; ; 你如何评估自己是位专业人员呢？

A : With my strong academic background , I am capable and competent. 凭借我良好的学术背景，我可以胜任自己的工作，而且我认为自己很有竞争力。

A : With my teaching experience , I am confident that I can relate to students very well. 依我的教学经验，我相信能与学生相处的很好。

Q : What contribution did you make to your current previous organization ? 你对目前从前的工作单位有何贡献？

A : I have finished three new projects , and I am sure I can apply my experience to this position. 我已经完成三个新项目，我相信我能将我的经验用在这份工作上。

Q : What do you think you are worth to us ? 你怎么认为你对我们有价值呢？

A : I feel I can make some positive contributions to your company in the future. 我觉得我对贵公司能做些积极性的贡献。

Q : What make you think you would be a success in this position ? 你如何知道你能胜任这份工作？

A : My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful. 我在研究所的训练，加上实习工作，使我适合这份工作。我相信我能成功。

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](http://www.100test.com)