

面试英文须知 PDF转换可能丢失图片或格式，建议阅读原文  
[https://www.100test.com/kao\\_ti2020/212/2021\\_2022\\_\\_E9\\_9D\\_A2\\_E8\\_AF\\_95\\_E8\\_8B\\_B1\\_E6\\_c107\\_212422.htm](https://www.100test.com/kao_ti2020/212/2021_2022__E9_9D_A2_E8_AF_95_E8_8B_B1_E6_c107_212422.htm) 你获得面试了，恭喜！如何留下好印象对成功与否至关重要。就算英文还可以，由于紧张也可能发挥不好。更何况，有些情况不是英文本身的错误，而是是否选择了适当的词在适当的时候说出来。面试的英文需要运用一系列比较专业的词汇，并且善用几种时态，如说明过去的工作要用过去时，以前取得的成绩要用过去完成时等等。这里我们就讲讲什么时候该说什么。当你走进雇主的办公室，先介绍自己，握手，微笑很重要。此后第一句话往往是打开局面的，通常面试人员会问：How are you today? Did you have any trouble finding us? What do you think of the weather lately? 他们的语调可能会很友好，因为他们也希望你能放松，尽量发挥你自己的水平。这时候你要有简单爽快而有礼貌的回应，如：对方问：How are you today? 好的回答是：Im fine thank you, and you? 或 Im well thank you. 不好的回答是：So, so 或 OK 或 Not so well 面试过程中最重要的部分是表述自己的学历，工作经验和资历。这些是和你应聘工作直接相关的。学历方面：记住你的学历是在以前完成的，要用过去时态。例如：I attended the University of Beijing from 1990 to 1993. I graduated with a degree in civic engineering. 如果你现在还是学生，那么应用现在时态，例如：I am currently studying at the University of York and will graduate with a degree in Economics in the coming spring. I am studying English at the Seneca Community College. 记得要告诉雇主，你仍然在不断改善你的英语，比如你每周还上几小时的英语课。因为英文不是你的

母语，他们对此可能会有顾虑。工作经验和资历无疑是面试中最重要的部分。所以雇主很想知道个中的许多细节。雇主想知道你到底做过什么，做得好不好。因此你不要谦虚，把最好的成绩和方面表达出来。当谈到你目前正在做的工作时你可以用现在完成进行时，表示你不但一直在这样做，而且将来也会持续下去：ABC Engineering Inc. have employed me for the last 3 years as a salesperson. I have been creating customer contacts for 6 months. 但谈到以前的工作时用过去时：I was employed by Jacksons Ltd. from 1995 to 1997 as a office manager. I worked as a production supervisor at the Heitz while I was living in New York. 当谈及以前的工作成绩和表现，尽量用一些主动的，积极的，令人印象深刻的动词，比用名词或者系动词词组效果好。比如与其说My job is to assist the senior scientist with unit testing不如说I assisted the senior scientist with unit testing. 与其说I was responsible for the business needs analysis不如说I analyzed the business needs. 以下是一些非常好的动词来帮助你表达你干得多好：acted accomplished adapted administered advanced advised allocated analyzed applied approved arbitrated arranged assisted attained blended brought built carried out catalogued changed classified collaborated compared completed computed conceived conducted constructed consulted contracted controlled cooperated coordinated corrected counseled created dealt decided decreased defined delegated derived designated detected developed devised directed discovered distributed documented doubled edited encouraged engineered enlarged escalated established estimated evaluated examined expanded experienced explored facilitated

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accurate active adaptable adept broad-minded competent  
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efficient energetic enterprising enthusiastic experienced fair firm  
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objective outgoing personable pleasant positive practical productive  
reliable resourceful self disciplined sense of humor sensitive sincere  
successful tactful trustworthy 上一期我们讨论了面试英文的基本  
要求，这次我们来谈谈面试中最常问的题目以及如何对答为  
妥。 问: Tell me about yourself. 答: I was born and raised in Dalian,  
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consultant in Beijing for various companies including Rossi Consultants, Peoples Insurance of China and Pepsi. I enjoy playing soccer in my free time and traveling. 答: Ive just graduated from the University of Toronto with a degree in Computers Science. During the summers, I worked as a systems administrator for a small company to help pay for my education. 评语: 这个问题的目的是想大概地了解你, 所以无需讲太多细节的东西。你的回答通常会帮助面试官决定下一个问题问什么。除了给对方一个整体的印象, 最重要的是着重讲和工作有关的经验。工作经验是大多数面试中最重要的一环, 比学历更重要。 问: What type of position are you looking for? 答: Im interested in an entry level (beginning) position. 答: Im looking for a position in which I can utilize my experience. 答: I would like any position for which I qualify. 评语: 对于一个英语非母语的申请人, 许多公司期望你能从低做起, 慢慢弥补语言方面的不足。就算你以前很成功有多年经验, 也应当有这个心理准备。 问: Are you interested in a full-time or part-time position? 答: I am more interested in a full-time position. However, I would also consider a part-time position. 评语: 尽量留最大的余地争取机会。因为只要工作拿到了, 以后的事情就容易把握, 主动性大多了。 问: Can you tell me about your responsibilities at your last job? 答: I advised customers on financial matters. After I consulted the customer, I completed a customer inquiry form and catalogued the information in our database. I then collaborated with colleagues to prepare the best possible package for the client. The clients were then presented with a summarized report on their financial activities that I

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你获得面试了, 恭喜! 如何留下好印象对成功与否至关重要。就算英文还可以, 由于紧张也可能发挥不好。更何况, 有些情况不是英文本身的错误, 而是是否选择了适当的词在适当的时候说出来。面试的英文需要运用一系

列比较专业的词汇，并且善用几种时态，如说明过去的工作要用过去时，以前取得的成绩要用过去完成时等等。这里我们就讲讲什么时候该说什么。当你走进雇主的办公室，先介绍自己，握手，微笑很重要。此后第一句话往往是打开局面的，通常面试人员会问：How are you today? Did you have any trouble finding us? What do you think of the weather lately? 他们的语调可能会很友好，因为他们也希望你能放松，尽量发挥你自己的水平。这时候你要有简单爽快而有礼貌的回应，如：对方问：How are you today? 好的回答是：Im fine thank you, and you? 或 Im well thank you. 不好的回答是：So, so 或 OK 或 Not so well 面试过程中最重要的部分是表述自己的学历，工作经验和资历。这些是和你应聘工作直接相关的。学历方面：记住你的学历是在以前完成的，要用过去时态。例如：I attended the University of Beijing from 1990 to 1993. I graduated with a degree in civic engineering. 如果你现在还是学生，那么应用现在时态，例如：I am currently studying at the University of York and will graduate with a degree in Economics in the coming spring. I am studying English at the Seneca Community College. 记得要告诉雇主，你仍然在不断改善你的英语，比如你每周还上几小时的英语课。因为英文不是你的母语，他们对此可能会有顾虑。工作经验和资历无疑是面试中最重要的部分。所以雇主很想知道个中的许多细节。雇主想知道你到底做过什么，做得好不好。因此你不要谦虚，把最好的成绩和方面表达出来。当谈到你目前正在做的工作时你可以用现在完成进行时，表示你不但一直在这样做，而且将来也会持续下去：ABC Engineering Inc. have employed me for the last 3 years as a

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问: Tell me about yourself. 答: I was born and raised in Dalian, China. I attended the University of Beijing and received my masters degree in Economics. I have worked for 5 years as a financial consultant in Beijing for various companies including Rossi Consultants, Peoples Insurance of China and Pepsi. I enjoy playing soccer in my free time and traveling.

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评语: 这个问题的目的是

想大概地了解你，所以无需讲太多细节的东西。你的回答通常会帮助面试官决定下一个问题问什么。除了给对方一个整体的印象，最重要的是着重讲和工作有关的经验。工作经验是大多数面试中最重要的一环，比学历更重要。

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