

求职英语300句Lesson7(1) PDF转换可能丢失图片或格式，建议阅读原文

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招聘方往往希望知道应聘者的工作性质是否和招聘的职位有关，或者应聘者从以往的工作中吸取到了哪些有用的经验。即便过去的工作和现在应聘的职位无关，也不能说是什么都没学到，因为每份工作都有它可取之处。有时也许由于种种原因，雇员跳槽比较多，但这不一定是坏事，所以如果自己是属于这种情况，可以向雇主说明干过多种工作使自己经验丰富，能为雇主更好的服务。

BASIC EXPRESSIONS 基本句型表达

- 1) Do you have any work experience in this field? 你有这个行业的工作经验吗？
- 2) What kind of jobs have you had? 你做过哪些工作？
- 3) What your responsibility at your present work unit? 现在这个单位你负责什么工作？
- 4) I am responsible for product distribution. 我负责产品销售。
- 5) I have 4 years experience in staff management. 我有四年管理员工的经验。
- 6) I have experience as a receptionist. 我做过接待员。
- 7) What have you learned from the jobs you have had? 你从过去的工作中学到了什么？
- 8) Would you like to tell me something about your outstanding achievements? 谈谈你的工作业绩好吗？
- 9) How would you evaluate the company you are with? 你将如何评价你现在的公司？

CONVERSATIONS 会话

(A=Applicant I=Interviewer) Dialogue 1I: Do you have any work experience in this field? A: Yes. After my graduation from university, I worked as a Customer Service Coordinator in a foreign representative office, and then I transferred to a joint venture as a

Market Development Manager. So I am familiar with the market in China.

I: What have you learned from the jobs you have had?A: I learned to be patient when dealing with customers complaints and try my best to solve them. In addition, I learned at my previous jobs how to cooperate with my colleagues.

I: Does your current employer know you are looking for another job?A: No, I haven discussed my leaving plans with my current employer, but I am sure he will release me.

I: What is your impression of your present company?A: Very good.

I: What would your current colleague say about you?A: They would say I a dependable and hard worker.

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