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秘书的应聘和其它职业不同，秘书职业需要你有专业技能，与人打交道灵活大方又不失庄重礼貌。如果你在初次见面时，给对方以良好的印象，得体地展示自己的才能，那你成功的可能性就大一些。

BASIC EXPRESSIONS 基本句型表达

- 1) Is he available now? 他现在有时间吗？
- 2) I started the job as a junior secretary. 刚开始这份工作时，我是初级秘书。
- 3) Then what the reason that promoted you to leave Southeast Company? 那是什么原因促使你离开东南公司呢？
- 4) Your company is the leading dealer in the import and export of cosmetics. 贵公司在化妆品进出口方面是最主要的经销商。
- 5) They also say I am a cheerful person to work with I don't bring my problems to work. 他们也会说和我一起工作很愉快我从不把我的麻烦带到工作中。
- 6) I thrive on challenge and work well in high-stress environments. 我能应付挑战，而且在高压力的环境中也能工作非常出色。
- 7) What specific duties would I perform if I am hired? 如果我被录用，我的具体职责是什么？
- 8) Our company is an international trade-oriented company. 我们公司是面向国际贸易的公司。
- 9) I really need more information about the job before we start to discuss salary. 在讨论薪水前,我需要更多了解这份工作。
- 10) Maybe you could tell me what is budgeted for the position. 或者你可以告诉我这个职位的预算报酬是多少。

CONVERSATIONS 会话

(A=Applicant I=Interviewer) Dialogue 1 R: Good morning,

madam. Can I help you? A: Good morning. I am Sunfang. Yesterday Mr. Smith told me to come for a job interview this morning. Is he available now? R: Yes, he is waiting for you in Room 123. A: Thank you very much. (Sunfang is knocking at the door.) A: May I come in? I: Come in, please. A: Good morning, Mr. Smith. I am Sunfang coming for an interview. I: Nice to see you. Take a seat, please. A: Thank you. I: We've been looking over your application. I see you've got several years experience in secretarial work. What kind of work did you do in your previous job? A: I mainly did typing, filing, answering telephone calls and such routine work in the beginning. I started the job as a junior secretary, but within the year I was promoted to senior secretary of Southeast Company. I drafted business correspondence for the general manager. I: Then what's the reason that prompted you to leave Southeast Company? A: Last month the company moved to Guangzhou for further development. I was reluctant to relocate because I love Nanjing so much. I: Tell me what you know about our company. A: Your company is the leading dealer in the import and export of cosmetics. Also, you have a reputation for being a good company to work for and you are in last year's top 500 Employers list. I: Tell me three positive qualities your coworkers would use to describe you and your work style. A: First they say I am very punctual. They also say I am a cheerful person to work with. I don't bring my problems to work. I try to have a positive attitude about work. And thirdly, they say I am flexible. I accept change easily. I: Tell me something about your education. A: I graduated from Yangzhou Junior College. Now I am attending

evening classes in Nanjing Radio & TV University three times a week. My major is International Trade. I already passed over half of the compulsory courses and five optional courses, and expect to receive a B.A. degree next year. I: I see you are an ambitious young lady. I wish you can make greater progress in the future. R:早上好，夫人，需要我帮忙吗？ A:早上好，我叫孙芳。昨天史密斯先生通知我今天早上来面试，他现在有时间吗？ R:有，他正在123房间等你。 A:非常感谢你。（孙芳敲门。） A:我可以进来吗？ I:请进。 A:早上好，史密斯先生。我是孙芳，来面试的。 I:很高兴见到你。请坐。 A:谢谢。 I:我们已经仔细看过你的申请表了，我知道你已经有几年的文秘工作经验。你以前的工作具体做什么？ A:开始主要是打字、文件归档、回电话等日常工作。刚开始工作时我是初级秘书，不过在一年内我被东南公司提升为高级秘书。我为总经理起草商业信件。 I:那什么原因促使你离开东南公司呢？ A:上个月公司搬到了广州去发展。我很喜欢南京，不想重新安家。 I:能说说你对我们公司的了解吗？ A:贵公司在化妆品进出口方面是最主要的经销商，而且你们公司名声很好，值得为其工作，还有你们公司上了最佳500名雇主的名单。 I:说说你的同事评价你的为人以及工作方式的三个积极方面。 A:首先他们会说我是一个非常守时的人。他们也会说和我一起工作很愉快我从不把个人的麻烦带到工作中。我努力以积极的态度来工作。第三，我为人很灵活——我很容易接受变化。 I:说说你所受的教育吧。 A:我毕业于扬州专科学校，现在正在上南京广播电视大学的夜校，每周去三次，我学的专业是国际贸易。我已经通过了一半必修课和5门选修课，有望明年拿到文学学士学位

位。 I: 看得出你很有雄心，祝愿你在将来取得更大的进步。

Dialogue 2 I: Tell me about yourself and your past experience. A: I

have worked as an executive secretary for 5 years, first for trading companies, and now I am working for a trust company. I interact well with peers, clients, administrators and bosses. I thrive on

challenge and work well in high-stress environments. I: How are

your typing and shorthand skills? A: I can type 100 Chinese words a

minute and take dictation in English at 150 words a minute. I: Can

you operate computers skillfully? A: Yes, I can. I have received some

special training in computers. Besides I am good at operating

common office machines, such as fax machines and duplicating

machines. I: Sometimes we are very busy and need to work overtime.

How do you feel about that? A: That all right. But could you tell me

how often and how many hours I should work overtime? I: It just

depends. If we have important visiting delegations, you have to stay

with us. It not unusual. A: Mr. Smith, I like to ask you a question. I:

OK, please. A: What specific duties would I perform if I am hired? I:

Nothing different from a secretary common responsibilities.

However, you know, our company is an international trade-oriented

company, can you handle English papers and write English

correspondence? A: Yes. I specialized in English secretary studies at

college and that one of the main parts of my present job. I: What are

your salary expectations? A: I really need more information about

the job before we start to discuss salary. Maybe you could tell me

what is budgeted for the position. I: The starting monthly salary

would be ¥ 2,000, with rises after the half year according to your

competence. A: I think it acceptable and I really like the job. And when can I know the decision? I: We'll inform you of our final decision by early July. Do you have any other questions? A: No.

Thank you for the time. I: 说说你自己和你过去的经历吧。 A: 我已经做执行秘书五年了，开始是为一家贸易公司工作，现在是一家信托公司。我和同事、客户、行政管理员以及老板相处得非常好。我能应付挑战，而且在高压环境中也能工作很出色。 I: 你的打字和速记能力如何？ A: 我能一分钟打100个汉字，英语速记一分钟可达150个。 I: 你能熟练操作计算机吗？ A: 没问题，我接受过计算机方面的特殊培训，而且我还能熟练操作一般的办公设备，比如传真机和复印机。 I: 有时候我们工作很忙，需要加班，你觉得如何？ A: 没关系，你能告诉我加班的频率和时间长度吗？ I: 这得看情况。如果有重要的访问代表团，你必须留在我们身边，这种情况很正常。 A: 史密斯先生，我想问你一个问题。 I: 好的，请问吧。 A: 如果我被录用，我的具体职责是什么？ I: 和普通的秘书没什么区别，但我们公司是面向国际贸易的，你能处理英文文件和写英文信件吗？ A: 可以，我大学时专门学过英语文秘的课程，而且这也是我目前工作中的主要部分之一。 I: 你期望多少薪水？ A: 在讨论薪水前，我需要更多了解这份工作，或者你可以告诉我这个职位的预算报酬是多少。 I: 起薪是每月2000元，半年后会根据你的表现增加薪水。 A: 我觉得可以接受，我真的喜欢这份工作。我什么时候能得知结果呢？ I: 我们会在7月初通知你我们的最终决定。你还有别的问题吗？ A: 没有了，谢谢你的宝贵时间。 available 有空的，可与之联系的 secretarial 秘书的 promote 提升，提拔 junior 初级的 senior

高级的 draft 起草 reluctant 不情愿的 dealer 经销商 import 进口
export 出口 punctual 守时的 ambitious 有雄心的 shorthand 速记
dictation 听写 oriented 以...为目的的 duplicating machine 复印
机 budget 预算 competence 能力 秘书一职主要涉及到的职责是
打字、速记以及熟练掌握办公设备，所以对各种办公设备的
英文表达要正确掌握。主要有：打印机（printer）、复印机
（duplicating machine）、传真机（fax machine）、计算机
（computer）、打字机（typewriter）、幻灯机（epidiascope）
。秘书工作比较繁杂琐碎，所以要把事情做得有条不紊和有效
率，在面试中要特别强调自己很有耐心（patient）、细心
（careful）、灵活性（flexible）。做秘书，头脑要清，手脚要
勤；点子要精，办法要灵；胸怀要宽，待业要诚；办事要公
，言行要慎；形象要新，近乎完美。 1) Is he available now? 他
现在有空吗？ free at liberty 2) Your company the leading dealer in
the import and export of cosmetics. chemical products electronic
products costume jewellery 贵公司在 化妆品进出口贸易 行业是
最主要的经销商。 化工产品 电子产品 人造珠宝首饰物 3) I have
worked as an executive secretary for 5 years. a secretary to the
manager a senior secretary a private secretary 我做过五年的 执行
秘书。 经理秘书 高级秘书 私人秘书 4) What specific duties
would I perform if I am hired? would I be responsible for would I be
assigned 如果我被录用了，我的具体职责是什么？ 5) Maybe
you could tell me what is budgeted for the position. prearranged
allocated 或许你可以告诉我这个职位的预算报酬是多少。

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