

实用英语之经典面试英语系列学习（五）PDF转换可能丢失图片或格式，建议阅读原文

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当你参加面试时，由于条件所限，主考官们不可能详细地把你介绍给与会者，其他人未必都听清主考官的介绍。这时，求职者为了展示自我，当主考官们介绍你的语音刚落，你可立即接过话头，进行干脆而风趣的补充。如果有人想进一步了解你，要抓住时机，做进一步的介绍。不可否认，经别人介绍或请招聘单位但自荐材料也可使对方了解自己，但毛遂自荐地进行自我介绍，把立体的你展现于人前，可以使招聘者对你产生更直接、更可信的效果，因而更受用人单位的欢迎。每个企业和单位都比较看中应聘者的学历，高学历在一定程度上也代表着高能力和高素质。即使你的学历很高，在表达上也应该注意一些技巧，那么学历不是很高的求职者就更要注意如何介绍自己的教育背景了。先来看一段对话：

A : Can I help you? B : Yes. Ive come to apply for the position as an office secretary. A : Im Bridge Zhong, the clerk of Human Resources Department. Whats your name, please? B : My name is Lisa Liang. How do you do, Mr. Zhong? A : Can you talk about your education background? B : I graduated from Beijing the No. 4 Middle School in 1996, then I entered China University of Political Science and Law and I graduated in 2000. I gained a B.A. (Bachelor of Arts) degree. A : What department did you study in? B : I was in Department of Political Science. A : And what subjects were you doing? B : Er, we studied the modern Chinese political thoughts, the History of

Western Political Thoughts, Comparative political systems, and so on. A : How about your scores at college? B : Well, I got excellent scores on each of them. A : Have you got any honors or rewards? And what is it? B : I got the university scholarship in 1998-1999. 对话看完了，在对话中出现了求职者应聘的职位和面试官的头衔，还有求职者所在的学校，院系，学位，所学课程等词语，相信大家对自己的这些相关知识都很清楚，所以在此就不再多说。 Words & Expression: 本文出现的词： apply for: 申请... 职位 office secretary: 办公室秘书 Human Resources Department: 人力资源部 B.A. : Bachelor of Arts 的缩写，文学学士。加上 degree 表示文学学士学位。 B.S. : Bachelor of Science 的缩写，理科学士。 the modern Chinese political thoughts: 中国现代政治思想 the History of Western Political Thoughts: 西方政治学说 Comparative political systems: 比较政治制度 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