

面试回答问题要简明扼要，真诚中肯 PDF转换可能丢失图片或格式，建议阅读原文

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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。)

[separator] 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 ? (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。)

Q : Are you a multi-tasked individual ? (你是一位可以同时承担数项工作的人吗?) or Do you work well under stress or pressure ? (你能承受工作上的压力吗?) A : Yes, I think so. A : The trait is needed in my current(or previous) position and I know I can handle it well. (这种特点就是我目前(先前)工作所需要的，我知道我能应付自如

。) Q : What is your strongest trait(s) ? (你个性上最大的特点是什么 ?) A : Helpfulness and caring.(乐于助人和关心他人。) A : Adaptability and sense of humor.(适应能力和幽默感。) A : Cheerfulness and friendliness.(乐观和友爱。) Q : How would your friends or colleagues describe you ? (你的朋友或同事怎样形容你 ?) A : (pause a few seconds)(稍等几秒钟再答 , 表示慎重考虑。) They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends. (他们说陈先生是位诚实、工作努力 , 负责任的人 , 他对家庭和朋友们都很关心。) A : They say Mr. Chen is a friendly, sensitive, caring and determined person. (他们说陈先生是位很友好、敏感、关心他人和有决心的人。) Q : What personality traits do you admire ? (你欣赏哪种性格的人 ?) A : (I admire a person who is) honest, flexible and easy-going. (诚实、不死板而且容易相处的人。) A : (I like)people who possess the "can do" spirit. (有"实际行动"的人。) Q : What leadership qualities did you develop as an administrative personnel ? (作为行政人员 , 你有什么样的领导才能 ?) A : I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership. (我觉得学习如何把人们的积极性调动起来 , 以及如何配合协同的团队精神 , 是我行政工作的主要目标。) A : I have refined my management style by using an open-door policy. (我以开放式的政策 , 改进我的行政管理方式。) Q : How do you normally handle criticism ? (你通常如何处理人的批评 ?) A : Silence is golden. Just don ' t say anything. otherwise the situation could become worse. I do, however, accept constructive criticism. (沈黙是

金。不必说什么，否则情况更糟，不过我会接受建设性的批评。) A : When we cool off, we will discuss it later. (我会等大家冷下来再讨论。)

Q : What do you find frustrating in a work situation ? (在工作中，什么事令你不高兴？) A : Sometimes, the narrow-minded people make me frustrated. (胸襟狭窄的人，有时使我泄气。)

A : Minds that are not receptive to new ideas. (不能接受新思想的那些人。)

Q : How do you handle your conflict with your colleagues in your work? (你如何处理与同事在工作中的意见不和？) A : I will try to present my ideas in a more clear and civilized manner in order to get my points across. (我要以更清楚文明的方式，提出我的看法，使对方了解我的观点。)

Q : How do you handle your failure ? (你怎样对待自己的失败？) A : None of us was born "perfect". I am sure I will be given a second chance to correct my mistake. (我们大家生来都不是十全十美的，我相信我有第二个机会改正我的错误。)

Q : What provide you with a sense of accomplishment. (什么会让你有成就感？) A : Doing my best job for your company. (为贵公司竭力效劳。)

A : Finishing a project to the best of my ability. (尽我所能，完成一个项目。)

Q : If you had a lot of money to donate, where would you donate it to ? Why ? (假如你有很多钱可以捐赠，你会捐给什么单位？为什么？) A : I would donate it to the medical research because I want to do something to help others. (我会捐给医药研究，因为我要为他人做点事。)

A : I prefer to donate it to educational institutions. (我乐意捐给教育机构。)

Q : What is most important in your life right now ? (眼下你生活中最重要的是什么？) A : To get a job in my field is most important to me. (对

我来说，能在这个领域找到工作是最重要的。) A : To secure employment hopefully with your company. (希望能在贵公司任职对我来说最重要。)

Q : What current issues concern you the most ? (目前什么事是你最关心的?) A : The general state of our economy and the impact of China ' entry to WTO on our industry. (目前中国经济的总体情以及中国入世对我们行业的影响。)

Q : How long would you like to stay with this company ? (你会在本公司服务多久呢?) A : I will stay as long as I can continue to learn and to grow in my field. (只要我能在我的行业力继续学习和长进，我就会留在这里。)

Q : Could you project what you would like to be doing five years from now ? (你能预料五年后你会做什么吗?) A : As I have some administrative experience in my last job, I may use my organizational and planning skills in the future. (我在上一个工作中积累了一些行政经验，我将来也许要运用我组织和计划上的经验和技巧。)

A : I hope to demonstrate my ability and talents in my field adequately. (我希望能充分展示我在这个行业的能力和智慧。)

A : Perhaps, an opportunity at a management position would be exciting.(也许有机会，我将会从事管理工作。)

如果不愿正面回答，也可以说：It would be premature for me to predict this. (现在对此问题的预测，尚嫌过早。)

甚至还可以打趣的说：Hypothetically speaking, I might be able to do your current job as a director.(或 CEO 或 president) ((说不定，我也能做你现在主任的工作呢！)

Q : What range of pay-scale are you interested in ? (你喜欢那一种薪水层次标准?)

A : Money is important, but the responsibility that goes along with this job is what interests me the most. (薪水固然重要，但这工作

伴随而来的责任更吸引我。) A : 假如你有家眷, 可以说 :
To be frank and open with you, I like this job, but I have a family to
support. (坦白地说, 我喜欢这份工作, 不过我必须要负担我的
家庭。) 100Test 下载频道开通, 各类考试题目直接下载。
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