

秘书资格考试：求职英语面试问答大全 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/272/2021_2022__E7_A7_98_E4_B9_A6_E8_B5_84_E6_c39_272166.htm 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。）

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. (沈默是金。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 ' s 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，不过我必须负担我的家庭。) 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