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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。

1. 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。)

2. 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。)

3. 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。) 4. 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。)

5. 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。)

6. 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。)

7. 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。)

8. 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。) 9. 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。)

10. 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。)

11. 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。)

12. 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。)

13. 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。) 14. 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取。) 15. 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。) 16. Q : How do you handle your failure ? (你怎样对待自己的失？) 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。) 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