

和老外过招：面试中常用“高频”语句实用英语 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。)

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 a "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 makes you think you would be successful 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 good at multi-tasking ? (你是一位可以同时承担数项工作的人吗？) / 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 : This 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。 ) A : They would 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 dont say anything. otherwise the situation could become worse. I do, however, accept constructive criticism. (沉默是金。不必说什么 , 否则情况更糟 , 不过我会接受建设性的批评。 )

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