

面试英语基本问答大全：技术资格篇实用英语 PDF转换可能丢失图片或格式，建议阅读原文

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Qualifications I: What certificates of technical qualifications have you received(obtained)? C: Ive received an Accountants Qualification

Certificate. / Ive received a Computer Operators Qualification

Certificate. / Ive obtained an Export Sales Staffs Qualification

Certificate. / Ive got an Engineers Qualification Certificate. / Ive

received a Tourist Guides Qualification Certificate. / I obtained a

Senior Lawyers Qualification Certificate. / Ive got an Associate

Professors Qualification Certificate. 我要收藏 I: Do you have any

licenses? C: Yes, I have a drivers license. / Yes, I have an electricians

license. / Yes, I have a radio operators license. / Yes, I have a turners

license. / Yes, I have a doctors license. I: Do you have any special

skills? C: Yes, I can operate a word-processor. / Yes, I have a good

command of secretarial skills. / Yes, I can use an abacus fairly well. /

Yes, I can type and take shorthand very well. / Yes, I can use a

facsimile machine skillfully. / Yes, My father is an architect, and so I

naturally got interested in architecture when I was quite young.

Recently Ive done some blueprints and designing for my father. So I

know something about architecture. I: What are your qualifications

for being a typist? / What are your qualifications as a stenographer?

C: I can type 60 words per minute. / I take shorthand at 100 words

per minute. I: Can you operate a Chinese typewriter? C: Yes, of

course. / No, Im sorry, but Ive learned English typing. I: Do you get

any special training in office skills? C: Yes, Ive received some special training in typing, stenograph, and common office machines operation. Im good at operating a fax machine, a photostat, and a microcomputer. I: What kind of computers are you experienced in? C: Im experienced in IBM-PC Compact and Legend computers. I: What computer languages have you learned? C: Ive learned BASIC, FORTRAN and COBOL. I: What kind of software do you have working knowledge of? C: I have working knowledge of WINDOWS, DOS, and AutoCAD. I: What do you think about your qualifications? C: Im familiar with the West-styled accounting since Ive worked in an enterprise with foreign capital for three years. So I think Im qualified for the post as accountant general at your company. / Im not a green hand at foreign trade. I have a clear idea of how the international trade works. So Im confident of being a good export sale staff member. 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