

秘书从业经验：求职英语二面过关斩将全攻略秘书资格考试
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[https://www.100test.com/kao_ti2020/645/2021_2022__E7_A7_98_E4_B9_A6_E4_BB_8E_E4_c39_645282.htm id="EEMM"](https://www.100test.com/kao_ti2020/645/2021_2022__E7_A7_98_E4_B9_A6_E4_BB_8E_E4_c39_645282.htm id=)> 关于简历和面试可能你已经掌握很多知识了，但是，成功的得到二面的机会以后要怎么办呢？二面和一面有什么不同呢？一起来看看这篇文章吧。 Congratulations! You wowed your prospective employers on your first interview and have been called back for an encore. So, how will the second interview be different from the first? 恭喜恭喜！你在一面的精彩表现已经征服了未来的老板，你可以再次登台安可。那么，二面和一面到底会有什么区别呢？ This time around, expect to spend more time at the company, talk to more people, individually and collectively, and have your skills and personality scrutinized more closely。 在这一轮，你将在公司花费更多的时间，和更多的人单独或者集体谈话，更多的展现出你的能力和个性。 The Employers Point of Viewwww. Examda.CoM考试就到百考试题 老板的观点 From an employers perspective, the second interview is a chance to closely evaluate a candidates abilities and interpersonal skills. Your prospective employer wants to see that you can do the job and work well with colleagues。 从老板的角度看，二面是一个能更仔细评估求职者的实力和交际能力的机会。你未来的老板希望看到你能胜任工作并且和同事合作愉快。 Be aware that many employers bring in several candidates on the same day to streamline the second interview process. Your challenge is to distinguish yourself from the other candidates。 要注意到一些老板会安排好

几个求职者在同一天进行流水线一样的二面。你面临的挑战就是让自己脱颖而出。 To show youre a good fit with the company, focus on explaining how your abilities and experiences would enable you to do the job. Be specific. Offer concrete examples that highlight your competence and compatibility。 要显示出你非常适合这家公司，集中说明你的能力和经验会让你在这份工作上胜任愉快。特别要提供一些具体的例子强调你的资历和良好的兼容性。 Who Youll Meet

www. Examda.CoM 考试就到百考试题 你会见到什么人 On your first interview, you probably met with one or two people. This time, be prepared to meet several more over the course of the day, including potential managers, coworkers and other staff members。 在你的一面中，你可能会见到一两个人。这次，做好一天内见到更多的人的准备，这些人包括你将来的经理、同事和其他一些公司成员。 You may meet individually with several people, who will most likely ask you similar questions. Keep your answers consistent but mix up your delivery so that your answers dont sound stale or staged. If possible, before the interview acquire a list of the people youll be meeting with and do a little research on each one. Then ask questions that show your knowledge of each person。 你可能会和一些人单独见面，这些人会问一些类似的问题，要保证你的回答前后一致，但措辞上要加以改变以免你的答案听起来太老套。如果可能的话要一份你会遇到的人的名单，针对这些人做些调查，然后就可以问他们一些问题以显示你对这些人的了解。 If you meet with a panel or group, be sure to make eye contact with both the individual asking the question and the group as a whole。 如果

和你会面的是一个小组，要确保你和提问的人以及整个小组的人都有眼神交流。 Steps for Follow Up 跟进的步骤 Its rare to receive an offer on the spot, but it does happen occasionally. If the feedback is consistently positive over the course of the day, you may get a job offer at the end of the interview. If that happens, dont make a hasty decision. Ask for time to think about it. 当场发offer的情况非常少见，不过偶尔也有。如果一整天下来对你的评价都是积极的，你可能在面试最后得到这份工作。如果真是这样，别急着决定，让老板给你点时间考虑一下。 If you dont get an offer, be sure to immediately send a brief thank you note to every person you spoke with. Some companies make hiring decisions in a matter of days, but many can take weeks to make their final choice. 如果没有马上拿到offer，一定要马上给所有你交谈过的人都发个感谢的字条。一些公司可能会在几天内做出聘用决定，但是一些公司可能要耗费数周才能做出最后的决定。 Be patient, be flexible and be ready for an offer or an invitation for yet another interview. 耐心点，也要灵活处理，做好准备迎接一个offer或者是另一场面试的通知。 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