

实用英语：面试中常用“个人能力”的英文表达实用英语

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[E7\\_94\\_A8\\_E8\\_8B\\_B1\\_E8\\_c96\\_645093.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_645093.htm) 面试的时候，考官很可能会让你叙述一下你的能力。面对这个问题，很多人会不知道怎么组织语言。下面我们就来看一些叙述个人能力的常用句子。

1. I am a good accountant and have a thorough knowledge of the English language. 我是一个优秀的会计员，同时有很强的英文功底。

3. I am able to take dictation in English and quickly transcribe into Chinese. 我会英文的口授笔记，同时能立即将其改写成中文。

4. For the past three years, I have served as a private secretary to Mr. Tang whom you know well, and whose public works have been praised all over Hong Kong. 我要收藏 在过去三年，本人一直担任唐先生的秘书。对于唐先生，阁下必定知悉，唐先生的事业早已为市民所赞赏。

5. Being well acquainted with the way an office works, I could make myself generally useful, should there be any opportunity of your requiring my services. 本人对公司一般业务非常熟悉。如有机会为贵公司服务，本人相信，对一般事务必能胜任。

6. I have received an English education, and have a slight knowledge of Spanish. I took a Spanish course in college. 本人接受英文教育，同时略通西班牙语。大学时，我选修了一门西班牙语。

7. I can write shorthand at the rate of 120 words per minute, and typewriting at 55 words per minute in English 本人能速记，每分钟速度为120字，英文打字则每分钟55字。

8. At school I won a scholarship and the first prize in a speech contest. 求学时，我曾获得奖学金及演讲

比赛冠军。 9. I have a good knowledge of double-entry bookkeeping. 本人对联单记账十分熟练。 10. For all the time I was in their employ, I had the sole charge of their correspondence. 在该公司服务时，本人负责全部对外通信。 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](http://www.100test.com)