

英语面试技巧：面试过程中的几大要点 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E8_8B_B1_E8_AF_AD_E9_9D_A2_E8_c96_646002.htm Make a Good First Impression.第一印象很关键The outcome of the interview will depend largely on the impression you make during the first five minutes. To succeed, you must project a professional, competent and enthusiastic image. Your aim is to convince the interviewer that you would be an asset to the company. Keep the following in mind: Be punctual.准时Do whatever it takes to arrive a few minutes early. If necessary, drive to the company the night before and time yourself. Allow extra time for traffic, parking and slow elevators. Dress right.着装合体Your clothing should be appropriate for the position you're seeking. Attire must fit well within the office and be immaculate. If you don't know what the typical attire at the company is, call and ask! Shoes should be polished. pants/skirts and shirts pressed. Shake well.握手A firm handshake is appropriate and projects confidence. Make eye contact when you shake. Speak correct body language.利用好肢体语言Send the right message by standing straight, moving confidently, and sitting slightly forward in your chair. Let the employer lead into conversations about benefits. Your focus on salary, stock options and vacation time can turn off an otherwise-interested interviewer. Be honest.诚实Tell the interviewer about your work skills, strengths and experience, including any volunteer work you have done. If you haven't had a particular kind of experience, say so, but also demonstrate your

ability to learn new skills by changing the focus back to a time when you did so for a prior employer. Be enthusiastic.热情 Show your clear interest in the job you are seeking and in the business. Smile and make frequent eye contact. Listen attentively and take notes. Find common ground.寻求共同点 Pictures, books, plants, etc., in the office can be conversation starters. But beware! I once heard of an applicant who, spying a picture on the employer desk said: "Hey, Tommy Lasorda. Have you met him?" "Her", corrected the hiring manager. "Thats my wife". Have your own agenda and know where the interview should be heading. This will give you confidence and help you move from one area of questioning to the next. Remember: Most interviewers are as uncomfortable as you are. They just want the position to be filled as fast as possible. If you can put the interviewer at ease by helping things move smoothly, you'll improve your chances of being hired. Remember the following: Listening skills.倾听的技巧 Listen carefully and ask questions to probe deeper into what the interviewer is telling you. Most interviewers are delightfully surprised by a question such as, "How could I help you solve the problem you've just described?" Negative statements about previous jobs or employers. NEVER make them. Instead, be diplomatic. No matter how bad your last job or boss was, there's probably something good you learned from the experience. Emphasize the positive - with a smile. 相关推荐：[#0000ff>英语面试技巧：面试结束后要积极主动](#) [#0000ff>面试时千万不要“太能干”](#) [#0000ff>四大妙招挽救你失败的英语面试](#) [#0000ff>英语面试指南：哪些求职者容易被拒绝](#) [#0000ff>面试官不喜欢](#)

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