

英语面试环节：如何介绍个人技能 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\\_646011.htm](https://www.100test.com/kao_ti2020/646/2021_2022__E8_8B_B1_E8_AF_AD_E9_9D_A2_E8_c96_646011.htm) 个人技能 在面试时

，个人技能主要指除了专业之外的、能对你的专业发展有帮助的一些技能。也许你有很多技能，也不必一一列出，最好只说那些与应聘岗位相关的资格认证或者技能。最突出的就是外语能力，比如英语水平和日语水平怎样，以及电脑知识，这些都可以被看作是应聘者的技能。 BASIC EXPRESSIONS

基本句型表达 1) How do you think of your English? 你认为你的英语水平如何？ 2) How do you think of your proficiency in written and spoken English? 你认为你的书面英语和口语熟练程度如何？ 3) I think my English is good enough to communicate with English speaking people. 我认为我能用英语和说英语国家的人很好的交流。 4) What other foreign language do you speak? 你还能说什么其他外语吗？ 5) I have a good command of 我精通..... 6) Have you obtained any certificate of technical qualifications? 你获得过什么技术证书吗？ 7) What special skills do you have, can you tell me? 你能告诉我你有什么特殊技能吗？ 8) Have you gotten any special training in ...? 你接受过.....方面的特殊培训吗？ CONVERSATIONS 会话 (A=Applicant I=Interviewer)

Dialogue 1 I: Our advertisement says English competence is a key requirement of this position. Then how do you think of your proficiency in written and spoken English? A: I have learned English for 10 years, and I have passed College English Test Band 4 and 6. My spoken English is fairly good enough to express myself fluently. I:

What other foreign language do you speak? A: I did self-study of Japanese in college, and I can carry on some simple conversations in Japanese. I: 我们的招聘广告要求这个职位的应聘者应当具有相当好的英语水平，那么，你认为你的书面英语和口语能力如何呢？ A: 我已经学英语10年了，而且我通过了大学英语四级和六级。我能用英语口语把自己的想法流利地表达出来。 I: 你还能说其他别的外语吗？ A: 我在大学时自学过日语，我能用日语进行一些简单的对话。 Dialogue 2 I: Have you obtained any certificate of technical qualifications or license? A: Yes, I have received an Engineer`s Qualification Certificate and a driver`s license. I: How many years have you had the driver`s license? A: I have two years driving experience. I: That`s good. What special skills do you have, can you tell me? A: I have experience in computer operation , proficiency in Microsoft Windows , Microsoft Word and Microsoft Excel . I: What computer languages have you learned? A: Visual C , C and Delphi. I: Have you gotten any special training in programming? A: No, but I have database programming experience and network knowledge. I: 你获得过技术资格证书或者执照吗？ A: 是，我有工程师资格证书和驾照。 I: 你获得驾照多长时间了？ A: 我已经有两年的驾龄了。 I: 好，那你能告诉我你有什么特殊技能吗？ A: 我有电脑操作经验，熟悉微软Windows , Word和Excel。 I: 你学过哪种计算机语言？ A: Visual C , C 和Delphi。 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)