

面试技巧：手把手带你走通面试流程 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__E9_9D_A2_E8_AF_95_E6_8A_80_E5_c96_646131.htm 对于很多求职者来说

，面试可谓是“步步惊心”说错一句话、做错一件事可能眼看要到手的工作就没了。在面试中究竟有哪些细节是需要注意的？又有哪些绝对不能犯的禁忌？就让这篇文章来手把手教你面试成功术！ Job interviews are stressful. most of us are not sales people and yet, in order to secure a job, we have to sell ourselves. Selling our skills is something we can learn how to do and a key to this is to be proactive. Proactive means to anticipate potential problems and difficulties and much of this can be achieved through preparation and organisation. Think about your selling points and what makes you the best candidate for the job. You need to match your skills to the job expectations and to be aware of the philosophy and vision of the company. You must also be prepared for the common mistakes people make in interviews. 参加面试压力是很大滴。我们中的大部分人都不是推销员，而想要找到心仪的工作，我们就需要成功地推销自己。推销自己的技巧是可以学习的，其重点就在于要有“预见性”。“预见性”的意思是指你要事先了解面试中潜在的困难和问题这可以通过准备和整理资料得以完成。思考一下自己有哪些“卖点”？为什么自己是这份工作的完美人选？你要将自己的技巧与公司的期望结合起来，并且符合公司的企业哲学及愿景。同时，也要为面试中的常见错误做好准备。 Many people believe you should boast and over emphasis your abilities, still others think

you should remain composed. they are both wrong. Be assertive not aggressive, find a middle way between boasting and passivity. The interviewer has only around thirty minutes to decide if you are the person for the job. In this time you need to stress your key strengths and relevant past achievements. At the right moments in the conversation, take the lead and steer the interview in the direction you want. Ask a question about the job and after the interviewer has replied, answer yourself, linking your strengths and achievements. Reflect your qualities back to the job you are applying for. Employers are not so interested that this is a good opportunity for you but, rather, how your competencies are tailor made for their job offer. 许多人相信在面试中要夸大和强调自己的能力，也有很多人认为应该收着点儿、小心谨慎，但这两种观点都不对。面试时，要自信但不激进，在自夸与被动作答之间找到一个平衡点。面试官只有30分钟时间来决定你是否合适这份工作，所以面试期间你一定要强调自己的核心竞争力、以及过去的相关成就。在谈话中找到合适的时机把面试官引向你希望的方向。比如你可以问一个和工作相关的问题，在他回答之后自己补充，把你的长处和成就与之联系起来，表明自己的品质与所申请的职位相符。面试官不会在乎这对你而言是不是“一个好机会”（小编注：很多人喜欢在面试中强调这一点，来表明自己的诚意），只有当你的能力与职位相符，才有可能成功。 Try to put yourself in your interviewer 's shoes and ascertain what he or she is looking for in a perfect candidate. Interview your interviewer and ask why he or she enjoys working at the company. This switches the emphasis away from you and gives

you a chance to find out more about the workplace. The ability to ask good thoughtful questions shows your motivation to add value to the company. 尝试着找准面试官的喜好、看他们到底需要一个什么样的人。比如你可以反问对方为什么喜欢在这家公司工作。这可以把面试的重心从你身上转开，也能让你了解更多关于这家公司的情况。而能问出好问题的这种能力，也显示了你愿意为公司效力的决心。 First impressions are important, so dress to impress. It is better to be too smart than too casual. Be likeable and enthusiastic. don ' t moan about your old boss, be positive about this new company. Body language too plays its part. maintain eye contact and give a firm confident handshake. Mirror how the interviewer sits and don ' t cross your arms. Try to find a common ground between the two of you. In order to break the ice the interviewer may ask some trivial questions about the weather or traffic. 第一印象非常重要，所以着装上一定要能为对方留下好印象。穿得正经比穿得休闲好。在面试中表现得开朗和热情，不要抱怨你之前的老板，对新公司要显得正面积极。身体语言在面试中同样重要。记得和面试官保持眼神接触、握手时要自信。照着面试官的姿势坐下来、不要交叉手臂。试着和面试官找些共同点。一般在面试开头为了活跃气氛，面试官都会问一些不重要的问题，比如天气啦、怎么来的啦。 Give more than " yes " or " no " answers but don ' t talk for too long either. 回答问题，不要只说“是”或者“不是”，但也不要一个问题说太久。 In these times of recession, there is even more pressure to succeed. It can be difficult to remain calm and confident so plan to arrive at your interview 10 to 15 minutes early.

This will give you time to relax but remember to be pleasant and respectful to staff you meet. The interviewer may ask the opinion of everyone who has interacted with you, so don't make loud mobile phone calls, constantly text or play games. Take the time to review your materials. Everyone feels nervous and self-conscious before an interview but try not to think too much about it. Breathe deeply and think positively, visualise someone you love and take that image with you into the interview. 面对近几年的全球经济衰退，想要成功找到一份好工作不容易。要想保持镇定自信可能很难，所以面试时可以早到10到15分钟。这段时间你可以放松一下，但记得对接待你的员工一定要友好尊敬。面试官说不定会问到任何和你接触过的人，所以不要大声打电话、不要一直发短信或是玩游戏。用这段时间来复习一下自己准备过的东西。面试前人人都会觉得紧张、会怀疑自己，但试着别想太多。深呼吸、超好的方面想、想想你爱的人，并想着他/她的样子进入面试。相关推荐：[如何回答英语面试中不可预知的问题](#) [如何在“英语面试”中脱颖而出](#) [外企英文面试最常见的问题](#) [世界500强牛企英语面试语录](#) 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