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想找一份满意的工作吗? 面试中面对外国老板连珠炮似的提问, 有没有觉得心慌意乱、无所适从? 求职过程中面试尤为重要, 回答问题, 如果能简明扼要, 真诚中肯, 合乎老外口味, 那么录取机会必定大大增加。当然, 有的问题, 也要轻描淡写, 以免言多必失。本篇摘录了若干面试中出现频率较高的问题及精彩回答, 希望能在您求职路上助您一臂之力。 Q: Can you sell yourself in two minutes? Go for it. (你能在两分钟自我推荐吗? 大胆试试吧!)

A: With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake.

Your organization could benefit from my analytical and interpersonal skills. (依我的资格和经验, 我觉得我对所从事的每一个项目都很努力、负责、勤勉。我的分析能力和与人相处的技巧, 对贵单位必有价值。)

Q: Give me a summary of your current job description. (对你目前的工作, 能否做个概括的说明。)

A: I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support. (我干了五年的电脑程序员。具体地说, 我做系统分析, 解决问题以及软件供应方面的支持。)

Q: Why did you leave your last job? (你为什么离职呢?)

A: Well, I am hoping to get an offer of a better position. If opportunity knocks, I will take it. (我希望能获得一份更好的工作, 如果机会来临, 我会抓住。)

A: I feel I have reached the "glass ceiling" in

my current job. / I feel there is no opportunity for advancement. (我觉得目前的工作，已经达到顶峰，即有升迁机会。) Q : How do you rate yourself as a professional ? (你如何评估自己是位专业人员呢?) A : With my strong academic background, I am capable and competent. (凭借我良好的学术背景，我可以胜任自己的工作，而且我认为自己很有竞争力。) A : With my teaching experience, I am confident that I can relate to students very well. (依我的教学经验，我相信能与学生相处的很好。) Q : What contribution did you make to your current (previous) organization ? (你对目前/从前的工作单位有何贡献?) A : I have finished three new projects, and I am sure I can apply my experience to this position. (我已经完成三个新项目，我相信我能将我的经验用在这份工作上。) Q : What do you think you are worth to us ? (你怎么认为你对我们有价值呢?) A : I feel I can make some positive contributions to your company in the future. (我觉得我对贵公司能做些积极性的贡献。) Q : What make you think you would be a success in this position ? (你如何知道你能胜任这份工作?) A : My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful. (我在研究所的训练，加上实习工作，使我适合这份工作。我相信我能成功。) Q : Are you a multi-tasked individual ? (你是一位可以同时承担数项工作的人吗?) or Do you work well under stress or pressure ? (你能承受工作上的压力吗?) A : Yes, I think so. A : The trait is needed in my current(or previous) position and I know I can handle it well. (这种特点就是我目前(先前)工作所需要的，我知道我能应付自如

。) Q : What is your strongest trait(s) ? (你个性上最大的特点是什么 ?) A : Helpfulness and caring.(乐于助人和关心他人。) A : Adaptability and sense of humor.(适应能力和幽默感。) A : Cheerfulness and friendliness.(乐观和友爱。) 同事和朋友怎样形容你 Q : How would your friends or colleagues describe you ? (你的朋友或同事怎样形容你 ?) A : (pause a few seconds) (稍等几秒钟再答 , 表示慎重考虑。) They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends. (他们说陈先生是位诚实、工作努力 , 负责任的人 , 他对家庭和朋友都很关心。) A : They say Mr. Chen is a friendly, sensitive, caring and determined person. (他们说陈先生是位很友好、敏感、关心他人和有决心的人。) Q : What personality traits do you admire ? (你欣赏哪种性格的人 ?) A : (I admire a person who is)honest, flexible and easy-going. (诚实、不死板而且容易相处的人。) A : (I like) people who possess the "can do" spirit. (有"实际行动"的人。) Q : What leadership qualities did you develop as an administrative personnel ? (作为行政人员 , 你有什么样的领导才能 ?) 相关推荐 : #0000ff>英语面试辅导 : 对面试官说的 “ 甜言蜜语 ” #0000ff>外企英文面试三大过关技巧 #0000ff>面试英语 : 如何用英语回答外企面试常见问题 #0000ff>英语面试如何符合外企口味 ? 100Test 下载频道开通 , 各类考试题目直接下载。 详细请访问

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