

面试必备五件宝：细节决定面试 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_E5_BF_85_E5_c96_646761.htm 细节决定成败！尤其是在面试的短短几十分钟里，一切小细节都有可能决定你能不能拿到offer。你精心准备的面试回答很有可能被一支写不出的签字笔给打败，你完美的职场装扮可能抵不上一份带有封面的简历。不要让面试输在细节上！

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1. Interviewer / Company Phone Number 面试官或公司电话号码 Even if you 've allowed plenty of time for traffic the unexpected can always happen, like an accident that prevents you from getting to your interview on time. Have the phone number handy so you can call and discuss timing, and possibly reschedule your interview over the phone for another time. 即使你预留了充足的时间花在去面试的路上，你也要以防发生突发事件，比如车祸。如果你无法按时到达面试现场，那你就打电话给应聘单位，跟他们商量时间，或者重新安排面试。这时，事先准备好的面试官或公司的电话号码就派上用场了。

2. Reference Sheet 联系人名单 Bring a sheet separate from your resume that lists your professional references. It 's usually a good sign when the interviewer asks for references, so eliminate any hesitation by providing your reference list on the spot. 除简历之外，再准备一份参考联系人名单。如

果面试官问你要联系人名单，那说明你很有希望，所以，这时你要毫不犹豫地递上你的联系人名单。

3.Resume 简历 Print several out on nice paper and carry them with you in the same portfolio where you keep the reference sheet. Interviewers are usually prepared with their own printed version, but what if the printer ran out of ink just before you arrived? Eliminate hassle by supplying a copy of your own. 自己打印几份简历备用，和联系人名单放在一个文件夹里。通常，面试官会自己打印简历，但是万一那天刚好打印机没墨水了呢？所以，及时递上自己带来的漂亮简历可以省去很多麻烦。

4.Notebook With Prepared Questions 写有问题的笔记本 It is inevitable the interviewer will ask if you have any questions for her. As long as you 've remembered to bring the notebook where you outlined prepared questions, this part of the interview will be a breeze. 面试中，面试官总会问你，有没有其他问题。这时，拿出你的笔记本，上面写下了你事先准备好要问的问题，这一招常常会给你的面试加分哦。

5.A Pen That Works 一支写得出的笔 You ' ll need something to write down notes during your interview, for your own information and if there ' s anything that triggers questions you may want to save for the end. Just be sure to scribble before you leave the house so you ' re not stuck with a useless pen. 在面试中，你可能要记录下一些信息或问题，这就需要事先准备一支笔了。不过，在你出门前，最好先划两下，确定这支笔是不是写得出。

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