

Q: What contribution [,kɒntri'bjʊ:fən] did you make to your current ['kʌrənt] (previous ['pri:vjəs]) organization [,ɔ:gənai'zeɪʃən]?

(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 [iks'piəriəns] to this position [pə'ziʃən].

(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 [wə:θ] to us?

(你怎么认为你对我们有价值呢?)

A: I feel I can make some positive ['pɒzətɪv] contributions [,kɒntri'bjʊ:fən] to your company in the future ['fju:tʃə].

(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 ['grædʒueɪt] school training ['treɪnɪŋ] combined [kəm'baɪnd] with my internship ['ɪntɜ:nʃɪp] should qualify ['kwɒlɪfaɪ] me for this particular [pə'tɪkjʊlə] job. I am sure I will be successful [sək'sesfʊl]. (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 [,ɪndɪ'vɪdʒʊəl]? (你是一位可以同时承担数项工作的人吗?) or

Do you work [wə:k] well [wel] under stress [stres] or pressure ['preʃə(r)]? (你能承受工作上的压力吗?)

A: Yes, I think so.

A: The trait [treɪt] is needed in my current (or previous) position and I know I can handle it well. (这种特点就是我现在(以前)工作所需要的, 我知道我能应付自如。)

Q: What is your strongest ['strɒŋgɪst] trait(s)? (你个性上最大的特点是什么?)

A: Helpfulness ['helpfʊlnɪs] and caring ['keərɪŋ]. (乐于助人和关心他人。)

A: Adaptability [ədæptə'bɪləti] and sense of humor ['hju:mə]. (适应能力和幽默感。)

A: Cheerfulness ['tʃiəfʊlnɪs] and friendliness ['frendlɪnɪs]. (乐观和友爱。)

Q: How would your friends [frend] or colleagues ['kɔli:g] describe [dis'kraib] you? (你的朋友或同事怎样形容你?)

A: (pause [pɔ:z] a few [fju:] seconds ['sekənd]) (稍等几秒钟再答, 表示慎重考虑。)

They say Mr. Chen is an honest ['ɔnist], hardworking ['hɑ:d'wɜ:kɪŋ] and responsible [ris'pɔnsəbl] man who deeply ['di:pli] 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。)

They say Mr. Chen is a friendly ['frendli], sensitive ['sensitiv], caring and determined [di'tə:mɪnd] person ['pɜ:sn]. (他们说陈先生是位很友好、敏感、关心他人和有决心的人。)

Q: Can you sell yourself in two minutes? Go for it. (你能在两分钟内自我推荐吗? 大胆试试吧!)

A: With my qualifications [,kwɔlɪfi'keɪʃən] and experience [iks'piəriəns], I feel I am hardworking ['hɑ:d'wɜ:kɪŋ], responsible [ris'pɔnsəbl] and diligent ['dɪlɪdʒənt] in any project I undertake [,ʌndə'teɪk]. Your organization [,ɔ:gənə'zeɪʃən] could benefit ['benɪfɪt] from my analytical [,ænə'lɪtɪk] and interpersonal [,ɪntə'pɜ:sən] skills [skɪl]. (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 ['sʌməri] of your current job description [dis'kri:pʃən]. (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 ['prəʊgræmə] for five years. To be specific [spi'sɪfɪk], I do system analysis [ə'næləsis], trouble ['trʌbl] shooting ['ʃu:tɪŋ] and provide [prə'vaɪd] 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 [wel], I am hoping to get an offer ['ɔfə] of a better ['betə] position [pə'zɪʃən]. If opportunity [,ɔpə'tju:nɪti] knocks [nɔk], 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 [ri:tʃ] the "glass [gla:s] ceiling ['si:lɪŋ]" in my current job. / I feel there is no opportunity [,ɔpə'tju:nɪti] for advancement [əd'vɑ:nsmənt]. (我觉得目前的工作, 已经达到顶峰, 即没有升迁机会。)

Q: How do you rate [reɪt] yourself as a professional [prə'feʃən]? (你如何评估自己是位专业人员呢?)

A: With my strong academic [,ækə'demɪk] background ['bækgraʊnd], I am capable ['keɪpəbl] and competent ['kɔmpɪtənt]. (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 ['ti:tʃɪŋ] experience, I am confident ['kɒnfɪdənt] that [ðæt] I can relate [ri'leit] to students ['stju:dənt] very ['veri] well [wel]. (依我的教学经验, 我相信能与学生相处的很好。)

Q: What provide [prə'vaɪd] you with a sense [sens] of accomplishment [ə'kɒmplɪʃmənt]. (什么会让你有成就感?)

A: Doing my best job for your company. (为贵公司竭力效劳。)

A: Finishing ['fɪnɪʃɪŋ] a project to the best of my ability [ə'bɪləti]. (尽我所能, 完成一个项目。)

Q: If you had a lot of money to donate [dəu'neɪt], where would you donate it to? Why? (假如你有很多钱可以捐赠, 你会捐给什么单位? 为什么?)

A: I would donate it to the medical ['medɪkəl] research [ri'sə:tʃ] because I want to do something to help others. (我会捐给医药研究, 因为我要为他人做点事。)

A: I prefer [pri'fə:] to donate it to educational [,edju(:)'keɪʃənl] institutions [,ɪnstɪ'tju:ʃən]. (我乐意捐给教育机构。)

Q: What is most important [ɪm'pɔ:tənt] in your life right now? (眼下你生活中最重要的是什么?)

A: To get a job in my field [fi:ld] is most important to me. (对我来说, 能在这个领域找到工作是最重要的。)

A: To secure [si'kjʊə] employment [ɪm'plɔɪmənt] hopefully ['həʊpɪfʊli] with your company. (希望能在贵公司任职对我来说最重要。)

Q: What current issues ['ɪsju:] concern [kən'sə:n] you the most? (目前什么事是你最关心的?)

A: The general ['dʒenərəl] state [steɪt] of our economy [i(:)'kɒnəmi] and the impact ['ɪmpækt] in this worldwide ['wɜ:ldwaɪd] financial [fai'nænʃəl] crisis ['kraɪsɪs]

Q: How long would you like to stay with this company? (你会在本公司服务多久呢?)

A: I will stay as long as I can continue [kən'tɪnju:] to learn [læ:n] and to grow [grəʊ] in my field. (只要我能在我的行业力继续学习和长进, 我就会留在这里。)

Q: Could you project what you would like to be doing five years from now? (你能预料五年后你会做什么吗?)

A: As I have some administrative [əd'mɪnɪstrətɪv] experience [ɪks'piəriəns] in my last job, I may use my organizational [,ɔ:gənəɪ'zeɪʃənəl] and planning ['plænɪŋ] skills in the future ['fju:tʃə]. (我在上一个工作中积累了一些行政经验, 我将来也许要运用我组织和计划上的经验和技巧。)

A: I hope to demonstrate ['demənstreɪt] my ability [ə'bɪləti] and talents ['tælənt] in my field adequately ['ædɪkwɪtli]. (我希望能充分展示我在这个行业的能力和智慧。)

A: Perhaps [pə'hæps], an opportunity [,ɔ:pə'tju:nɪti] at a management ['mænɪdʒmənt] position would be exciting [ɪk'saɪtɪŋ]. (也许有机会, 我将会从事管理工作。)

如果不愿正面回答, 也可以说:

It would be premature [,premə'tjuə] for me to predict [pri'dɪkt] this. (现在对此问题的预测, 尚嫌过早。)

甚至还可以打趣的说:

Hypothetically [,haɪpəu'θetɪkəli] speaking, I might be able to do your current job as a director [di'rektə]. (或 CEO 或 president) ((说不定, 我也能做你现在主任的工作呢!))

Q: What range [reɪndʒ] of pay-scale [skeɪl] are you interested ['ɪntrɪstɪd] in? (你喜欢那一种薪水层次标准?)

A: Money is important, but the responsibility [rɪs,pɒnsə'bɪlɪti] that goes [gəʊz] along [ə'vɔŋ] with this job is what interests ['ɪntrɪst] me the most [məʊst]. (薪水固然重要, 但这工作伴随而来的责任更吸引我。)

A: 假如你有家眷, 可以说:

To be frank [fræŋk] and open with you, I like this job, but I have a family to support. (坦白地说, 我喜欢这份工作, 不过我必须负担我的家庭。)

Q: What is your strongest ['strɒŋgɪst] trait(s) [treɪt]? (你个性上最大的特点是什么?)

A: Helpfulness ['helpfʊlnɪs] and caring ['keərɪŋ]. (乐于助人和关心他人。)

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A: (pause [pɔ:z] a few [fju:] seconds ['sekənd]) (稍等几秒钟再答, 表示慎重考虑。)

They say Mr. Chen is an honest ['ɒnɪst], hardworking ['hɑ:d'wɜ:kɪŋ] and responsible [rɪs'pɒnsəbl] man [mæn] who deeply ['di:pli] 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。)

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Q: What personality [,pə:sə'nælɪti] traits do you admire [əd'maɪə]? (你欣赏哪种性格的人?)

A: (I admire a person who is) honest, flexible ['fleksəbl] and easy-going. (诚实、不死板而且容易相处的人。)

A: (I like) people who possess [pə'zes] the "can do" spirit. (有"实际行动"的人。)

Q: What leadership ['li:dəʃɪp] qualities ['kwɒlɪti] did you develop as an administrative [əd'mɪnɪstrətɪv] personnel [,pə:sə'nel]? (作为行政人员, 你有什么样的领导才能?)

A: I feel that learning ['lə:nɪŋ] how to motivate ['məʊtɪveɪt] people and to work together [tə'geðə] as a team will be the major ['meɪdʒə] goal [gəʊl] of my leadership ['li:dəʃɪp]. (我觉得学习如何把人们的积极性调动起来, 以及如何配合协同的团队精神, 是我行政工作的主要目标。)

A: I have refined [ri'faɪnd] my management ['mænɪdʒmənt] style by using an open-door policy ['pɒlɪsi]. (我以开放式的政策, 改进我的行政管理方式。)

Q: How do you normally ['nɔ:məli] handle ['hændl] criticism ['krɪtɪsɪz(ə)m]? (你通常如何处理别人的批评?)

A: Silence ['sailəns] is golden ['gəuldən]. Just don't say anything; otherwise the situation [,sitju'eifən] could become worse [wə:s]. I do, however, accept [ək'sept] constructive [kən'straktiv] criticism ['kritisiz(ə)m]. (沈默是金。不必说什么, 否则情况更糟, 不过我会接受建设性的批评。)

A: When we cool off, we will discuss it later. (我会等大家冷静下来再讨论。)

Q: What do you find frustrating [frʌ'streitɪŋ] in a work situation [,sitju'eifən]? (在工作中, 什么事令你不高兴?)

A: Sometimes, the narrow-minded people make me frustrated [frʌ'streitid.] (胸襟狭窄的人, 有时使我泄气。)

A: Minds [maɪnd] that are not receptive [ri'septiv] to new ideas. (不能接受新思想的那些人。)

Q: How do you handle ['hændl] your conflict ['kɒnflikt] with your colleagues ['kɒli:g] in your work? (你如何处理与同事在工作中的意见不和?)

A: I will try to present ['pri:zɛnt] my ideas in a more clear and civilized ['sivilaɪzd] manner ['mænə] in order to get my points ['pɔɪnt] across [ə'krɒs]. (我要以更清楚文明的方式, 提出我的看法, 使对方了解我的观点。)

Q: How do you handle your failure ['feɪljə]? (你怎样对待自己的失败?)

A: None of us was born [bɔ:n] "perfect ['pɜ:fɪkt] ". I am sure I will be given a second ['sekənd] chance [tʃɑ:ns] to correct [kə'rekt] my mistake [mis'teɪk]. (我们大家生来都不是十全十美的, 我相信我有第二个机会改正我的错误。)

Spend the majority of working hours to understand other people's code, sometimes thousands of lines, and barely commented

I: Interviewer (面试者) A: Applicant (求职者)

教育背景: 简明扼要, 实话实说

尽管你在简历中对自己的教育背景作了介绍, 但在面试时, 面试官还有可能就此方面提问。还是事先做点准备吧。

①I: what is your major ['meɪdʒə]?

A: My major is Business Administration [əd'mɪnɪs'treɪʃən]. I am especially [ɪs'peʃəli] interested ['ɪntrɪstɪd] in "Marketing ['mɑ:kɪtɪŋ] ".

(不仅回答了问题, 还顺带一句介绍了自己较为感兴趣的方面, 简明扼要。)

②I: Which university are you attending [ə'tendɪŋ]?

A: I am attending ××× University.

③I: Have you received any degrees?

A: Yes. First, I received my Bachelor ['bætʃələ] degree in computer science.

④I: What course [kɔ:s] did you like best?

A: Project Management. I was very interested in this course when I was a student. And I think it's very useful ['ju:sful] for my present ['pri:zɛnt] work.

⑤I:Do you feel that you have received a good general ['dʒenərəl] training ['treiniŋ]?

A:Yes, I have studied in an English train-ing program and a computer training program since I graduated from university. I am currently ['kʌrəntli] studying Finance [fai'næns] at a training school.

工作经验：显露实力，避免炫耀

①I:Have you ever been employed [im'plɔi]?

②I:Your resume [ri'zju:m] says[sez] you have had one-year experience working in a foreign representative [,repre'zentətiv] office in shenzhen, may I ask why you left?

A:I worked in a foreign rep.office for one year.However [hau'evə],I left [left] there [ðeə] two years ago because [bi'kɔz] the work they gave [geiv] me was rather ['rɑ:ðə] dull [dʌl].I found another job that is more interesting.

③I:Have you done any work in this field?

④I:What qualifications [,kwɔlifɪ'keɪʃən] do you have that make you feel you will be successful in your field?

⑤I:What have you learned ['lɜ:nɪd] from the jobs you have had?

A:I have learned a lot about business know how and basic office skills. In addition[ə'dɪʃən], I learned at my previous job show to cooperate [kəu'ɔpəreit] with my colleagues ['kɔli:g].

⑥I:What's your major ['meɪdʒə] weak [wi:k] point [pɔɪnt]?

A:I haven't been involved [in'vɔlvd] in international [,ɪntə(:)'næʃənəl] business, so I don't have any experience, but I have studied this course [kɔ:s] in the International Business Training Center of the×××Company.

⑦I:What are your greatest ['greɪtɪst] strengths [streŋθ]? (实话实说好了，不必客气，但应注意语气和表情，不要给人炫耀之感。)

⑧I:Please tell me about your working experience.

⑨I:Does your present ['pri:znt] employer [im'plɔɪə] know you are looking for another [ə'nʌðə] job?

A:No, I haven't discussed [dis'kʌs] my career [kə'riə] plans [plæn] with my present employer, but I am sure he will understand.

性格爱好：表现积极、合作的一面

①I:How do you spend [spend] your spare time?

②I:Are you interested in sports?

③I:Do you think you are introverted ['ɪntroʊvɜ:tɪd] or extroverted ['ekstroʊvɜ:tɪd]?

④I:What kind of personality [,pɜ:sə'nælɪti] do you think you have?

A:I always approach [ə'prəʊtʃ] things very enthusiastically [in,θju:zi'æstɪkəli]. When I beg [beg] in something, I don't like to leave it half-done. I can't concentrate ['kɒnsentreit] on something new until the first thing is finished.

⑤I:What is the most important thing for you to be happy?

A:Different ['dɪfrənt] people have different ideas. I think the most important thing for me is having a good relationship [ri'leɪʃənʃɪp] with my family members ['membə] and my friends. My family has always been very closeknit, and my friend and I spend a lot of time together. Without that I would be much less [les] happy than I am.

⑥I:What makes you angry?

A:Dishonesty [dis'ɒnɪsti]. It's unacceptable ['ʌnək'septəbl].

⑦I:What are your personal weaknesses ['wi:knis]?

A:I'm afraid I'm a poor talker. I'm not comfortable talking with the people whom I have just met [met] for the first time. That is not very good for business, so I have been studying public speaking.

③I:Are you more of a leader or a follower?

A:I don't try to lead people. I'd rather cooperate [kəu'ɔ:pəreit] with everybody, and get the job done by working together.

工作要求：我能胜任

①I:Do you think you can make yourself easily understood [,ʌndə'stud] in English?

A:Yes, in most circumstances ['sə:kəm,stənsis].

②I:Are you available [ə'veiləbəl] for travel?

A:Yes, I like traveling. I am young, and unmarried. It's no problem for me to travel frequently ['fri:kwəntli].

③I:How about overtime ['əuvətaim] work?

A:Overtime work is very common ['kɔ:mən] in companies. I can work overtime if it's necessary ['nesisəri], but I don't think we will work overtime everyday.

④I:How long do you think we can depend on your working here?

⑤I:Do you like regular ['regjulə] work?

A:No, I don't like regular work. I am interested in different projects with new opportunities [,ɔ:pə'tju:nitis] and new challenge ['tʃælindʒ], but I can do regular work if the company needs me to do so.

⑥I:What salary do you expect

A:Shall we discuss my responsibilities [ris,pɔ:nsə'biliti] with your company first?I think salary is closely ['kləuzli] related [ri'leitid] to the responsibilities of the job.

⑦I:Do you work well under pressure ['prefə(r)]

A:Working under pressure is exciting [ik'saitiŋ] and challenging ['tʃælindʒiŋ]. I don't mind working under pressure. I work well under these [ði:z] circumstances ['sə:kəm,stənsis]. People can, I Can.

⑧I:Do you have any particular [pə'tikjulə] conditions [kən'diʃən] that you would like the company to take into consideration [kənsidə'reiʃən]?

A:No,nothing in particular [pə'tikjulə].

⑨I:How soon [su:n] can you begin working for us?

A:I need about two to three weeks for necessary ['nesisəri] formalities [fɔ:'mælitɪ]. I will quit [kwit] then transfer to your company.

面试结束：礼貌道别

①I:Any questions?

A:When will I know your decision [di'siʒən]?

②I:How can we get in touch with you?

③I:We will notify ['nəutifai] you of our decision by mail, is this convenient [kən'vi:njənt] for you?

④I:Thank you for your interest in our company.

A:Thank you, Mr.Smith. Goodbye.(Thank you for your time.)

⑤I:You will be hearing ['hiəriŋ] from us very soon [su:n]. Please send the next application on your way out.

A:OK.Thank you very much.