**Interview for Foreign Company**

# English self-introduction

Good afternoon. This is a great honor to have this opportunity, and I believe I can give a good performance today.

Now I will introduce myself briefly. My name is ShiPengtao. I am 28 years old, born in Anhui province, middle of China.

I graduated from the Dalian University of Foreign Languages. I got my bachelor’s degree after my graduation. My major is Information Management And Information Systems.

During my college years, I spent most of my time on study. I passed CET4, CET6, and JLPT 2 and acquired basic theoretical and practical knowledge of my major.

In my first year after graduation, I worked as a Junior Software developer at IBM. I was responsible for the software's backend and frontend functional development. when I was at IBM, I learned a lot of professional and practical knowledge. how to deal with business emails how to cooperate with teammates and how to finish the assigned tasks, which help me pivot from a student to a professional employee.

one year later, I decided to join the current company whose name is CLPS. This is also a professional company in the software industry. I already work in this company for three years. I have worked in the Credit Initiation Project for three years as well. which is a step application processing platform for asset products both secured and unsecured.

The platform consists of many subsystems. such as acquisition systems, credit profiling systems, credit processing systems, and maintenance systems. I am responsible for the acquisition subsystem architecture design and development, new requirement analysis and provide technical solutions。 the acquisition system supports customers in applying for credit products. it supports secured products. such as mortgages, in the meantime, it also supports unsecured products such as credit cards, and personal loans. Customers can easily apply for credit products through the website and official App.

The acquisition subsystem is based on Microservice architecture. The subsystem is deployed on the private cloud platform OpenShitf. I designed and developed microservices.

If I can work here, I will work hard. As to my character, I am kind and gentle. I can easily get well along with my colleagues. I think I am a good work partner. That’s all.

# Frequently asked questions

1. Q: Are you willing to take on challenging work?

A: I am absolutely willing to take on challenging work. I take challenges as opportunities to unlock my potential and continuously improve my abilities. In my view, challenging work isn’t just a task, it’s a path to growth.

问：你愿意承担具有挑战性的工作吗？

答：我绝对愿意承担具有挑战性的工作。我认为挑战是释放我的潜力并不断提高我能力的机会。在我看来，具有挑战性的工作不仅仅是一项任务，它是一条通往成长的道路。

1. Q: What would you like to achieve in your work?

A: I'm looking to achieve continuous professional growth and development in my work. I believe that every challenge and learning opportunity helps me enhance my skills and knowledge. My career goal is to evolve into an influential professional within the company, making significant contributions to the company's success while also reaching greater heights in my career.

问：你想在工作中荻得什么？

答：我在工作中最想获得的是持续的职业成长和发展机会。我相信每一次挑战和学习机会都能让我更好地发展自己的技能和知识。我的职业目标是在公司中发展成一个有影响力的专业人士，为公司的成功做出重要贡献，同时也能够在职业生涯中达到更高的高度。

1. Q: Give me an example of a time you struggled with something and turned it around?

A: During my time as a Client Service leader, I struggled with a high volume of customer complaints regarding a particular product. After investigating the issue, I found that the root cause was a flaw in the product design. I presented my findings to the product development team and collaborated with them to develop a new design that addressed the issue. I also reached out to customers who had experienced the issue and offered them a replacement product with the new design. This proactive approach not only resolved the issue but also improved customer satisfaction and loyalty.

问：曾经有哪项工作让你焦头烂额但最后成功扭转了局面？

答：在我担任客户服务主管期间，我遇到了大量客户对特定产品的投诉。在调查这个问题后，我发现根本原因是产品设计中的缺陷。我向产品开发团队介绍了我的发现，并与他们合作开发了解决这个问题的新设计。我还联系了那些有经历过这个问题的客户，并向他们提供了新设计替换产品。这种积极主动的方法不仅解决了问题，还让我提高了客户满意度和忠诚度。

1. Q: How do your skills align with this role?

A: My writing skills and comprehension skills are excellent. This makes me very suitable for project reporting, data analysis, and other related work. Because we all know that project reporting requires strong understanding to accurately analyze the current situation, and secondly, good writing skills to accurately present the content in the report. My abilities can be well applied to this.

问：你的技能如何与这个角色保持一致？

答：我的文字功底和理解能力很优秀。这让我非常适合做项目汇报，数据分析等相关的工作。因为我们都知道做项目报告首先需要很强的理解能力来准确地分析当下的情况，其次需要很好的文笔能力将内容精准地呈现在报告中。我的能力可以很好地应用在这上面。

1. Q: Do your grades reflect your work ability?

A: I believe so. It has always been important for me to do well in schoo and challenge my own potential. Producing good results requires determination, commitment and hard work. I have no doubt that all these traits are essential to achieving great things at work as well.

问：学习成绩可以反映你的工作能力吗？

答：我相信的确如此。对我而言，在学校取得好成绩和挑战自己的潜能一直都是非常重要的。要得到好的结果，就必须要下定决心、全身心投入、努力不懈。我相信这些特质对于在工作中取得好的成绩来说也是不可或缺的。

1. Q: Do you think it is vital to set goals?

A: Yes. Only by setting goals can you precisely know what you plan to achieve and what you have to concentrate on. Goals give you a long-term vision and a short-term motivation, so as for you to work toward it step by step.

问：你认为设定目标至关重要吗？

答：是的。只有设定目标，你才能准确地知道你计划实现什么，你必须专注于什么。目标给你一个长远的眼光和短期的动力，让你一步一步地朝着它努力。

1. Q: How to avoid making mistakes at work?

A: I'm not a perfectionist, I don't like to make mistakes, because mistakes are costly. I have a few tips that improve the accuracy of the work results.

Last look. It means that no matter how urgent the matter is, a last look is required before submitting the job.

Double check. I like to check it again before the deadline.

Take notes. As for some process that prone to make mistakes, I will summarize the experience and take notes.

问：如何避免工作中出错？

答：我不是完美主义者，我不喜欢犯错，因为错误是昂贵的。我有一些技巧可以提高工作结果的准确性。

最后看一眼。这意味着无论事情有多紧急，在提交工作之前都需要最后审视。

仔细检查。我喜欢在截止日期前再检查一遍。

做笔记。在一些容易犯错的流程中我会总结经验并做笔记。

1. Q: What do you think good customer service looks like?

A: Customer service is very important for the role as we represent our firm when we are faced with our clients. In my understanding, I believe good customer service stems from professionalism and it consists of mainly two parts: quality work and great communication skills. I would liaise with the clients in a professional manner that is polite and confident and ensure that I respond to any client queries or requests in an efficient manner. I would avoid any uncertainties in the completion and the delivery of the work to improve the quality of my work.

问：你认为好的客户服务是什么样子的？

答：客户服务对角色非常重要，因为当我们面对客户时，我们代表我们公司。根据我的理解，我相信良好的客户服务源于专业精神，它主要由两部分组成：高质量的工作和出色的沟通技巧。我会以礼貌和自信的专业方式与客户联系，并确保我以有效的方式回复任何客户的询问或请求。我会避免工作完成和交付方面的任何不确定性，以提高我的工作质量。

1. Q: How do vou handle negative feedback?

A: First of all, when I receive negative feedback, I acknowledge the importance of feedback for my personal development and take the opportunity to further develop myself.

I will not take it personally and will try to identify exactly what the feedback is related to and understand the reason for receiving negative feedback. I will collect all the facts in relation to the feedback and evaluate the things that I've done that were appropriate in the situation and the things that are not. After having an all rounded review and consideration, I determined the points that I needed to improve on and set up an action plan for my personal improvement. I will strengthen the points that I did appropriately and improve on the areas where I received negative feedback.

问：你如何处理负面反馈？

答：首先，当我收到负面反馈时，我承认反馈对我个人发展的重要性，并借此机会进一步发展自己。

我不会把它当成个人问题，我会试着确切地确定反馈与什么有关，并理解收到负面反馈的原因。我将收集与反馈有关的所有事实，并评估我所做的适合这种情况和不合适的事情。

经过全面审查和考虑后，我确定了需要改进的要点，并为我的个人改进制定了行动计划。我将加强我适当做的要点，并改进我收到负面反馈的领域。

1. Q: What do you dislike about your previous Job?

A: I enjoy the work environment and company culture in my present role.

However, my particular role has become repetitive now that I've mastered the basics. Management seems to be slow in assigning new work or handing out additional responsibilities, so I don't always feel like I am receiving enough challenge from the role. I feel that I could be growing faster and learning more if I were challenged more, which is one reason I'm looking to join a new company and take on a higher-level job now.

问：你不喜欢以前工作的什么方面？

答：在我目前的工作岗位中，我喜欢工作环境和公司文化。然而，现在我掌握了基础知识，我的工作内容已经变得重复了。管理层在分配新工作或分配额外职责方面似乎很慢，所以我并不总是觉得我从这个职位上得到了足够的挑战。如果我受到更多的挑战，我可能会成长得更快，学到更多东西，这就是我现在想加入新公司并接受更高层次工作的原因之一。

1. Q: What do you want to accomplish in your life?

A: Thank you for asking me that question. In my life, I want to accomplish both personal and professional goals. Personally, I aim to be a responsible and loving partner, a caring parent, and a supportive family member and friend. I also want to travel the world experience different cultures, and learn new things.

Professionally, I am very goal-oriented, and I strive for excellence in everything I do. In my career, I aspire to make a positive impact and contribute to the success of the organization I work for. I want to develop my skills, take on new challenges, and continuously grow both professionally and personally.

Ultimately, I want to feel fulfilled in my career and be proud of the work that I have accomplished.

问：你想在人生中实现什么？

答：谢谢你问我这个问题。在我的生活中，我想要实现个人和职业目标。个人方面，我希望成为一个负责任和有爱心的伴侣，一个关爱孩子的父母，以及一个支持家人和朋友的人。

我也想环游世界，体验不同的文化，学习新的东西。在职业方面，我非常注重目标，努力追求卓越。

在我的职业生涯中，我渴望产生积极影

响，为我所在的组织的成功做出贡献。我想发展自己的技能，接受新的挑战，并在职业和个人层面不断成长。最终，我希望在我的职业生涯中感到满足，并为自己所完成的工作感到自豪。

1. Q: What do you do outside of work?

A: When I am not working, I like to engage in a range of activities that help me to relax and recharge my batteries. One of my favorite pastimes is sports, particularly jogging and swimming. I find that getting exercise helps me stay focused and energized, and it also gives me an opportunity to clear my mind after a long day at work.

In addition to sports, I like to travel and visit new places whenever possible. I believe that experiencing different cultures and ways of life is important for personal growth and understanding, and it also helps me to gain new perspectives that I can apply to both my personal and professional life.

I believe that these activities help to keep me motivated and engaged in all aspects of my life, and I am eager to continue pursuing these interests in my future endeavors.

问：你在工作之宋都做什么？

答：当我不工作时，我喜欢參加一些活动，以帮助我放松和充电。我最喜欢的消遭之一是运动，尤其是慢跑和游泳。我发现锻炼有助于我保持专注和精力充沛，也让我有机会在漫长的一天工作后理清思路。

除了运动，我喜欢尽可能地旅行和参观新的地方。我相信，体验不同的文化和生活方式对个人成长和理解很重要，这也有助于我获得新的视角，我可以将其应用于我的个人和职业生活。

我相信这些活动有助于我保持动力，并参与生活的各个方面，我渴望在未来的努力中继续追求这些兴趣。

1. Q: Do you like to work by yourself or with others?

A: I understand the importance of both working independently and collaborating with others. I believe that there are tasks that require individual focus and responsibility, and there are other tasks that require input and expertise from cross-functional teams. In my experience, successful projects are the result of a balance between independent work and collaboration.

Personally, I enjoy both aspects of project work and am comfortable adapting to the needs of the project and the team.

问：你喜欢独自工作还是团队合作？

答：我理解独立工作和与他人合作的重要性。我相信有些任务需要个人关注和责任，有些其他任务需要跨职能团队的投入和专业知识。根据我的经验，成功的项目是独立工作和协作之间平衡的结果。就我个人而言，我喜欢项目工作的这两个方面，并能自如地适应项目和团队的需求。

1. Q: If hired, when could you start work?

A: I really hope to join your company as soon as possible, but I still have some things to deal with..... (specific circumstances), please give me some time, I consider I can start to work at the beginning of next month. I'm grateful for your understanding.

问：面试通过最快什么时候入职？

答：我希望能够尽快加入贵公司，但我还有一些事情要处理.⋯（具体的理由），请给我点儿时间，我想下个月初入职没问题的。非常感谢！

1. Q: How do you deal with failure?

A: Failure is very common whether in life or work. I consider that each failure presents an opportunity for growth. When I fail to meet expectation, I remember what my supervisor once told me: Don't be controlled by the mood of defeat, to reflect on own shortcomings instead of stop moving forward. Most importantly, remember to keep a positive attitude and mindset and you will perform better in the next challenge.

问：你如何处理失败？

答：无论是在生活还是工作中，失败都很常见。我认为每一次失败都为成长提供了机会。当我没有达到预期时，我记得我领导曾经对我说过的话：不要被失败的情绪所控制，要反思自己的缺点，而不是停止前进。最重要的是，记住要保持积极的态度和心态，你会在下一次挑战中表现得更好。

1. Q: How would you describe your work style?

A: I would describe my work style as flexible and adaptable. I'm able to work independently but also can work in a more team-oriented structure. For example, I've collaborated with up to multiple people on certain projects in my current job, for example. I can also react to unexpected challenges and changes and stay focused and effective. In my last role, we faced a number of unexpected issues with client projects and even though it can be stressful, I enjoy working through those unexpected challenges.

问：你的工作风格是什么？

答：我会把我的工作风格描述为灵活且适应性强。我可以独立工作，也可以在更以团队为导向的结构中工作。例如，在我目前的工作中，我与多个人就某些项目进行了合作。我还可以应对意想不到的挑战和变化，并保持专注和有效。在我上一个职位上，我们在客户项目上遇到过一些意想不到的问题，尽管这可能会有压力，但我喜欢克服这些意想不到的挑战。

1. Q: Is money important to you?

A: Money is important to me because it both reflects the value of what I am doing and takes care of my personal and family needs. Earning money and providing a stable and happy life for my family brings me a sense of achievement. However, it is not the most important driver for me in my career. I believe that opportunities for growth and advancement are far more important to me in the long run. And your company is among the top ones in this field. It will undoubtedly broaden my horizon and equip me with competitive skills that I need in the future. Therefore, I should say that growth and advancement come first.

问：钱对你来说重要吗？

答：金钱对我来说很重要，因为它既反映了我正在做的事情的价值，也照顾了我的个人和家庭需求。

赚钱并为我的家人提供稳定和幸福的生活给我带来了一种成就感。然而，它并不是我职业生涯中最重要的。我相信，从长远来看，成长和进步的机会对我来说要重要得多。贵公司是该领域的佼佼者之一。这无疑将拓宽我的视野，使我具备未来需要的竞争技能。因此，我想说，成长和进步是第一位的。

1. Q: How would you deal with a difficult customer?

A: When faced with a difficult customer, my goal is to address their concerns and ensure a positive customer experience. Firstly, I actively listen to the customer's complaints without interruption. Demonstrating empathy.

Remaining calm and professional, I avoid taking their grievances personally. I express understanding and validate their feelings, building rapport. Then I work towards finding a solution, involving the customer in the decision-making process and

seeking guidance if needed. These actions yield positive outcomes. I promptly and effectively resolve the customers complaint, ensuring their satisfaction and maintaining their trust and loyalty. By addressing the issue, I create an opportunity for feedback and improvement, identifying underlying problems in the product or service. Overall, this approach leads to a positive customer experience, enhancing the company's reputation. Each challenging customer interaction is a learning experience, contributing to my growth in customer service skills.

问：你会如何处理一个难缠的客户？

答：当面对困难的客户时，我的目标是解决他们的担忧，并确保积极的客户体验。首先，我积极倾听客户的投诉，不打断。表现出同理心。保持冷静和专业，我避免将他们的不满放在心上。我表达理解并认同他们的感受，建立融洽关系。然后，我努力寻找解决方案，让客户参与决策过程，并在需要时寻求指导。这些行动产生了积极的结果。我迅速有效地解决客户的投诉，确保他们的满。」少 ：他们的信任和忠诚度。通过解决这个问题，我创造了一个反馈和改进的机会，确定了产品或为十的潜在问题。总体而言，这种方法带来了积极的客户体验，提高了公司的声誉。每次具有挑战的客户互动都是一次学习体验，有助于我提高客户服务技能。

1. Q: Why is effective communication important?

A: Effective communication is important because it helps teams collaborate with one another. With communication, everyone can have a mutual understanding of their expectations and roles within a project. By regularly communicating with one another, the team can ensure they're on task and able to deliver on time.

为什么有效沟通很重要？

答：有效的沟通很重要，因为它有助于团队相互协作。通过沟通，每个人都可以相互理解他们在项目中的期望和角色。通过定期相互沟通，团队可以确保他们完成任务并能够按时交付。

1. Q: How do you define success?

A: I define success as fulfilling the goals and expectations of my role as well as helping my colleagues achieve their own benchmarks so the company can be successful. In my previous role, success meant exceeding weekly quotas and implementing new processes that increased productivity as well as decreased the amount of time it took us to complete our tasks.

问：你如何定义成功？

答：我将成功定义为实现我工作的目标和期望，及帮助我的同事完成自己的基准，以便公司能够成功。在我之前的职位上，成功意味着超额完成每天的任务，并实施新的流程，提高产出并减少我们完成任务所需的时间。

1. Q: Why did you choose English as your major?

A: I chose English as my major because in high school, English was my most favorite subject. I had a great teacher who opened my eyes to the world of English. I wanted to work in international business and English is the language in the global marketplace. As our economy becomes increasingly global, I think English is a basic skill that is required for almost any professional. I took many business English classes to prepare myself for the business world.

So it was a natural decision for me to major in English.

问：你为什么选择英语作为你的专业？

答：我选择英语作为我的专业，因为在高中，英语是我最喜欢的科目。我有一位很棒的老师，他让我对英语世界大开眼界。我想从事国际商务工作，英语是全球市场上的语言。随着我们的经济变得越来越全球化，我认为英语是几乎所有专业人士都需要的基本技能。我参加了许多商务英语课程，为商业世界做好准备。所以对我来说，主修英语是一个自然的决定。

1. Q: How to convince someone?

A: To convince someone of something, I first understand their perspective and reasoning, address their concerns, and present my argument using evidence and examples. I anticipate counterarguments and remain respectful and open to feedback. I find common ground and follow up to check in on progress.

问：如何说服别人？

答：为了说服某人某事，我首先了解他们的观点和推理，解决他们的担忧，并使用证据和例子提出我的论点。我期待反驳，并保持尊重和开放的反馈。我找到了共同点，并跟进以了解进展情况。

1. Q: How do you adapt to changes?

A: I believe that adaptability is key to success in any role. When faced with a new challenge or situation, I take the time to assess the situation and identify the most effective way to proceed. I am comfortable with change and I am willing to adjust my approach as needed. I also believe that communication is essential when adapting to change - by keeping an open dialogue with my team and stakeholders, I am able to get a better sense of what is expected of me and how I can best contribute to our collective goals.

问：你如何适应变化？

答：我相信适应性是任何角色成功的关键。当面临新的挑战或情况时，我会花时间评估情况，并确定最有效的方法。我对变化感到满意，我愿意根据需要调整我的方法。我还认为，在适应变化时，沟通至关重要—通过与我的团队和利益相关者保持公开对话，我能够更好地了解对我的期望，以及如何最好地为我们的集体目标做出贡献。

1. Q: Are you aggressive?

A: Yes, aggressive enough to do the job. I've always worked in purely sales positions, so being aggressive has been necessary to achieving my goals and the company's goals. Of course, it doesn't mean that believe the end justifies the means. I believe in fair play as well.

问：你是有干劲儿的吗？

答：是的，我有足够的积极性来完成这项工作。我一直都是在纯粹的销售岗位上工作，所以积极进取是实现我的目标和公司目标的必要条件。当然，这并不意味着为了达到目的不择手段。公平竞争也是我的信念之一。

1. Q: Are you interviewing other companies?

A: Yes, I am currently exploring multiple opportunities to ensure that I find the best fit for my skills and career goals. I believe in being proactive and staying up-to-date on the latest industry trends and job opportunities. However, I want to assure you that this role is of great interest to me and I am fully committed to this interview process with your company.

问：你在面试其他公司么？

答：是的，我目前正在探索多个机会，以确保我找到最适合我的技能和职业目标的机会。我相信要积极主动，及时了解最新的行业趋势和工作机会。然而，我想向你保证，这个角色我非常感兴趣，我完全致力于此与贵公司的面试过程。

1. Q: How to convince someone?

A: To convince someone of something, I first understand their perspective and reasoning, address their concerns, and present my argument using evidence and examples. I anticipate counterarguments and remain respectful and open to feedback. I find common ground and follow up to check in on progress.

问：如何说服别人？

答：为了说服某人某事，我首先了解他们的观点和推理，解决他们的担忧，并使用证据和例子提出我的论点。我期待反驳，并保持尊重和开放的反馈。我找到了共同点，并跟进以了解进展情况。

1. Q: How do you keep up-to-date with the latest industry trends and developments?

A: I keep up-to-date with the latest industry trends and developments by [Method(s)]. I also attend webinars and conferences, participate in online forums, and network with other professionals in the industry.

问：你如何跟上行业最新的趋势和发展？

答：我通过（方法］保持最新行业趋势和发展的最新信息。我还参加网络研讨会和会议，参与在线论坛，并与行业内的其他专业人士建立联系。

1. Q: Why did you switch careers?

A: Switching careers was a decision I made after careful consideration of my interests and skills. While I enjoyed my previous career, I felt that I had reached a point where I wanted to take on new challenges and explore different areas of work. I recognized that I had developed transferable skills that I could apply to a new field, and

I was excited about the prospect of learning and growing in a new environment.

Ultimately, I believe that switching careers was the right decision for me and has allowed me to pursue my passions and achieve my career goals.

问：你为什么要转行？

答：转行是我在仔细考虑我的兴趣和技能后做出的决定。虽然我很享受以前的职业生涯，但我觉得我已经到了我想接受新挑战和探索不同工作领域的地步。我认识到我已经开发了可转移的技能，可以应用于一个新的领域，我对在新环境中学习和成长的前景感到兴奋。归根结底，我相信转换职业对我来说是正确的决定，让我能够追求我的激情并实现我的职业目标。

1. Q: What do you expect from your supervisor/manager?

A: The most important thing I want from my manager is constructive feedback so I know where I need to improve. I also expect my boss to give me support, guidance and encouragement as I want to continually grow and having a good manager will help me achieve my goal.

问：你对你的主管/经理有什么期望？

答：我希望老板能对我的工作给出建设性反馈，这样我知道需要改进的地方。我也希望老板能给我支持，指导和鼓励，因为我希望自身不断成长，有一个好的经理会帮助我实现这些。

1. Q: In your resume, there is a gap period of six months. Could you please explain the reason?

A: Because of some family reasons, I spent half of a year taking care of my family and at the same time improving myself. During this time, I passed my BEC certificate and learned more about this industry. This is a period of recharging and self-improving to help me better move on to next step of my career development.

问：在你的简历中，有一个六个月的空窗期。你能解释一下原因吗？

答：由于一些家庭原因，我花了半年时间照顾我的家人，同时提高自己。在此期间，我通过了BEC证书，并更多地了解了这个行业。这是一个充电和自我提升的时期，以帮助我更好地进入职业发展的下一步。

1. Q: Could you describe your personality with 3 key words?

A: Certainly, I would describe my personality as:

Detail-oriented: I value accuracy and precision in my work and pay close attention to details to ensure that everything is done correctly.

Adaptable: I am able to quickly adapt to new situations and challenges, and can work effectively in a variety of different environments.

Collaborative: I enjoy working with others and believe that teamwork is essential to achieving success. I am always willing to listen to others' ideas and perspectives, and work together to achieve our goals. However, I would like to note that while these three words provide a brief snapshot of my personality, they do not fully capture the breadth and depth of my experiences and skills. I would be happy to provide further information or examples to expand upon these qualities and demonstrate how they make me a strong fit for the role.

问：能用三个关键词形容你的性格吗？

答：当然，我会把我的个性描述为：

以细节为导向：我重视工作的准确性和准确性，并密切关注细节，以确保一切正确完成。

适应性：我能够快速适应新情况和新挑战，并且可以在各种不同的环境中有效工作。

协作：我喜欢与他人合作，并相信团队合作对取得成功至关重要。我总是愿意倾听他人的想法和观点，并共同努力实现我们的目标。

然而，我想指出的是，虽然这三个词简要介绍了我的个性，但它们并没有完全抓住我经验和度和深度。我很乐意提供更多信息或示例，以扩展这些品质，并展示它们如何使我非常适

1. Q: What interests you most about this position?

A: One of the things that are of my best interests in this job is the opportunity to work in a team environment. I always wanted to work with hard-working, professional, experienced people. I love contributing the team effort, bringing out the best in myself and in my teammates for fulfilling our work goals and reaching top results.

I trust that I can perform great by applying principles of teamwork as I did in my previous jobs. I seek timely and consistent feedback designed to improve not only my performance as well but the team's performance as well. I consult with people, try my best and treat everyone positively.

问：你对这个职位最感兴趣的是什么？

答：在这份工作中，我最关心的事情之一是有机会在团队环境中工作。我一直想和勤奋、专业、有经验的人一起工作。我喜欢为团队努力做出贡献，发挥自己和队友最好的一面，以实现我们的工作目标并取得最佳成绩。

我相信，通过像以前的工作一样，通过应用团队合作原则，我可以表现出色。我寻求及时和一致的反馈，不仅要提高我的绩效，还要提高团队的绩效。我与人协商，尽力而为，积极对待每个人。

1. Q: How do you adapt to change?

A: Dealing with change is common in the workplace. I believe I'm very adaptable because I'm a quick learner. I'm not afraid of learning new and difficult things.

When I'm faced with a change, I have several tips to deal with changes.

First of all, say "YES" to change and maintain open communication channels. We must acknowledge the fact that progress is impossible without change.l'd like to discuss with my seniors or colleagues in order to have an accurate understanding of the changes

Furthermore, rethink my goals and learn new skills. If the changes disrupt my career plans or goal timelines, I need to react fast and make the necessary adjustments Make a list of the skills relevant to the new arrangement that I haven't perfected yet and then invest in developing them. Everything will become more comfortable with time.

问：你如何适应变化？

答：在工作中，适应变化是常态。我认为我是一个适应能力强的人，因为我学东西很快。我不惧怕学习新的或者难的事物。当我面对变化时，我有几个应对变化的技巧。首先，接纳变化并保特开放的沟通。我们必须承认这样一个事实：有改变才能有进步。我喜欢通过与我的前辈或同事沟通以便对变化有一个清晰的了解。此外，重新思考我的目标，学习新的技能。如果这些变化打乱了我的职业规划或目标节点，我需要迅速做出/反应并做出必要的调整。列出目前尚不完善但是与新变化息息相关的技能，然后投入时间精力去提升。随着时间的推移，一切都会变得更加适应。

1. Q: How do you adapt to change?

A: Dealing with change is common in the workplace. I believe I'm very adaptable because I'm a quick learner. I'm not afraid of learning new and difficult things.

When I'm faced with a change, I have several tips to deal with changes.

First of all, say "YES" to change and maintain open communication channels. We must acknowledge the fact that progress is impossible without change.l'd like to discuss with my seniors or colleagues in order to have an accurate understanding of the changes

Furthermore, rethink my goals and learn new skills. If the changes disrupt my career plans or goal timelines, I need to react fast and make the necessary adjustments Make a list of the skills relevant to the new arrangement that I haven't perfected yet and then invest in developing them. Everything will become

more comfortable with time.

问：你如何适应变化？

答：在工作中，适应变化是常态。我认为我是一个适应能力强的人，因为我学东西很快。我不惧怕学习新的或者难的事物。当我面对变化时，我有几个应对变化的技巧。首先，接纳变化并保特开放的沟通。我们必须承认这样一个事实：有改变才能有进步。我喜欢通过与我的前辈或同事沟通以便对变化有一个清晰的了解。此外，重新思考我的目标，学习新的技能。如果这些变化打乱了我的职业规划或目标节点，我需要迅速做出/反应并做出必要的调整。列出目前尚不完善但是与新变化息息相关的技能，然后投入时间精力去提升。随着时间的推移，一切都会变得更加适应。

1. Q: Why are you interested in this job?

A: This is exactly what I want to do. As you can see in my resume, I possess all the skills required and I'm well-qualified for the role. It seems like a perfect fit.

My career goal is to become a XXX and this job would allow me to develop my potential to reach the goal.

问：你为什么对这份工作感兴趣

答：这份工作正是我梦寐以求的。您可以看一下我的简历，我具备了这个职位所要求的所有技能，而且我也十分符合职位要求。我好像是这个职位的绝佳人选。我的职业目标是成为一名xx（应聘职位），而这份工作可以让我发挥潜能，进而达到目标。

1. Q: What's your strength?

A: My greatest strength is attention to detail. I've always been detail-oriented in my work, and it's something I enjoy. I saw on your job description that this role involves a lot of detail-oriented work, which is one reason I applied. In my last job, I was frequently required to manage 8-10 client projects at a time, and often had 75 different tasks going on in those different projects. Being detail-oriented allowed me to deliver 100% of my projects on-time to our clients.

问：你的优势是什么？

答：我最大的优势是注重细节。我在工作中一直注重细节，这是我喜欢的东西。我在你的工作描述中看到，这个职位涉及很多注重细节的工作，这是我申请的原因之一。在我上一份工作中，我经常被要求一次管理8-10个客户项目，并且在这些不同的项目中经常有75个不同的任务。以细节为导向，使我能够按时向客户交付100％的项目。

1. Q: What's your ideal environment?

A: For me, first of all, my ideal environment should be supportive. I feel comfortable whenever I need to reach out for help and guidance. Mutual trust and respect within the team is a necessary component to any job. Secondly, I thrived in the diverse working environment. I enjoy working with people from different academic and professional backgrounds. We can learn from each other, and collectively solve problems as a team. Thirdly, my ideal working environment should also be challenging. It will push me to learn new things and improve my skills. It is only through stepping out my comfort zone and constantly pushing myself would I be able to grow.

问：你理想的工作环境是什么样的？

答：对我来说，首先，我理想的环境应该是互帮互助的。当我需要寻求帮助和指号时，我会感到舒服。团队相互信任和尊重是任何工作中必不可少的。其次，我能在多元化的工作环境中成长。我喜欢和来白不同学术和专业背景的人一起工作。我们可以相互学习，作为一个团队共同解决问题。第三，我理想的工作坏境也应该具有挑战性。因为它会促使我学习新事物，提高我的技能。只有走出自己的舒适区，不断地鞭策自己，我才能成长。

1. Q: What do you think of overtime work?

A: I suppose overtime work is common in the modern world. I don't mind working overtime in necessary circumstances, but then again, I don't think we need to work overtime everyday if we can perform well. Because our productivity is entirely in our own hands. During my work I will try my best to approach to getting more done in less time.

问：对于加班你怎么看？

答：我想加班在现代世界很常见。我不介意在必要的情况下加班，但话又说回来，我认为如果我们表现好的话，我们不需要每天加班。因为我们的生产力完全掌握在我们自己手中。在工作中，我会尽力在更短的时间内完成更多工作。

1. Q: What's your main consideration in your current job hunt?

A: I think potential growth opportunity is very important for me. If a job does offer me an opportunity to grow and mature, I will find it very easy to devote my career to executing my responsibilities at the highest level. I believe that your company will be a perfect platform for me to grow and develop!

问：你选择工作时主要考虑哪个方面？

答：我认为潜在的发展机会对我来说很重要。如果一个工作能够让我有发展和成熟的机会，我就会更容易地全身心投入去完成我的职责。我相信贵公司将是我成长和发展的良好平台！

1. Q: What are some of your hobbies?

A: As to my hobby, I really like to go for trips. The experiences of travelling often become more valuable with time. Most importantly, I will meet different people, access to different kinds of cultures. But right now my only hobby seems watching TV to relax my mind. I've been too busy with my work to spend any time for my hobby.

问：你有哪些爱好？

答：关于我的爱好，我真的很喜欢去旅行。旅行的经历往往随着时间的推移而变得更有价值。最重要的是，我会遇到不同的人，接触不同类型的文化。但现在，我唯一的爱好似乎是看电视来放松我的思想。我工作太忙了，没有时间做我的爱好。

1. Q: Why do you change your jobs frequently?

A: To tell you the truth, early in my career, I didn't know what I wanted to do.

I've been in a couple different industries, and it wasn't until my last position that I found exactly what I wanted to be doing. I stayed with my previous company for more than a year but there weren't enough opportunities. I'm being careful to choose my next job because I want to establish my career in the next step, after researching, I found that your company can provide what I'm looking for.

问：你为什么经常换工作？

答：说实话，在我职业生涯的早期，我不知道我想做什么。我从事过几个不同的行业，直到我上一个职位，我才找到了我想做的事情。我在以前的公司呆了一年多，但没有足够的机会。我小心翼翼地选择我的下一份工作，因为我想在下一步建立我的职业生涯，经过研究，我发现贵公司可以提供我正在寻找的东西。

1. Q: How do you normally handle criticism?

A: I always welcome the feedback on my work whether it is praise or criticism.

For me, the worst situation is to get no feedback because I won't know whether I'm doing well or not. Criticism provides a great opportunity to learn and grow.

If I'm doing something wrong, l'd like to know about it so that I can correct and improve myself.

问：你通常如何对待批评？

答：不管是表扬还是批评，只要是针对我工作的意见，我都乐意接受。最糟糕的情况是得不到反馈，因为我不知道我做得不好。批评提供了学习和成长的绝佳机会。如果我做错了什么，我想知道它，这样我就可以纠正和提高自己。

1. Q: What's your salary expectation?

A: I understand the company has set a salary range for the position, and given my experience, I'd like to expect the high end of the pay. My current package can reach the amount of CNY\*\*\* per month. I believe the company will offer attractive package to retain talents. My skills and experience will be a good plus to the team.

问：你的期望薪资是多少？

答：我理解公司对职位薪酬设置了区间，结合我的经验，我希望可以拿到较好的薪酬水平。我目前的薪资可以达到每月人民币\*\*\*。我相信公司会提供有吸引力的薪资来留住人才。我的技能和经验将是团队的一个很好的加分。

1. Q: Would you volunteer to do things that other people should do in an office?

A: No. It's a sign of time-wasting and bad time management, since everybody has his/her focus and responsibility.

(A: Yes, if I happened to be unengaged. Though it's beyond my responsibility, it's a good virtue and can help create a pleasant work atmosphere.)

问：你会主动分担别人的工作吗？

答：不。这是浪费时间和时间管理不善的标志，因为每个人都有他/她的专注和责任。

答：是的，如果我碰巧没有参与的话。虽然这超出了我的责任范围，但它是一种很好的美德，可以帮助创造一个愉快的工作氛围。

1. Q: Who do you think is easier to retain staff, large companies or small ones?

A: Large companies. Since large companies are more powerful in finance and experience to focus on not only the profits and development, but also the scientific management of human resources.

问：你认为谁更易留住人才，大公司还是小公司？

答：大公司。由于大公司在财务和经验方面更强大，不仅关注利润和发展，而且关注人力资源的科学管理。

1. Q: Why do you change your jobs frequently?

A: To tell you the truth, early in my career, I didn't know what I wanted to do.

I've been in a couple different industries, and it wasn't until my last position that I found exactly what I wanted to be doing. I stayed with my previous company for more than a year but there weren't enough opportunities. I'm being careful to choose my next job because I want to establish my career in the next step, after researching, I found that your company can provide what I'm looking for.

问：你为什么经常换工作？

答：说实话，在我职业生涯的早期，我不知道我想做什么。我从事过几个不同的行业，直到我上一个职位，我才找到了我想做的事情。我在以前的公司呆了一年多，但没有足够的机会。我小心翼翼地选择我的下一份工作，因为我想在下一步建立我的职业生涯，经过研究，我发现贵公司可以提供我正在寻找的东西。

1. Q: Why do you want to leave your current position?

A: Well, I enjoyed the four years I worked in XX company. During the periods I have learned a lot and met some amazing people. I left because I felt I was no longer growing in the position and it is time for a change. I hope that I can be hired and get a new position in your company. I am looking forward to bringing my skills, experience and passion to the new position for a good use.

问：你为什么想离开你现在的职位？

答：嗯，我很享受在XX公司工作的四年。在此期间，我学到了很多东西，并遇到了一些了不起的人。

我离开是因为我觉得我不再在这个职位上成长，是时候改变一下了。我希望我可以被录用，并在你们公司获得一个新职位。我期待着将我的技能、经验和激情带到新职位上，以便好好利用。

1. Q: Do you think it's important to know about your strengths and weaknesses when finding a job?

A: Yes. Trying to find a job that suits your strengths is very important, because no one in this mortal world is perfect, and we have to realize what our weaknesses are so as to avoid them in our performance of daily work.

问：你认为在找工作时时了解你的优势和劣势很重要吗？

答：是的。试图找到一份适合你优势的工作非常重要，因为在这个平凡的世界里，没有人是精通的一切，我们必须意识到我们的弱点是什么，以便在日常工作中避免它们。

1. Q: How do you normally handle criticism?

A: I always welcome the feedback on my work whether it is praise or criticism.

For me, the worst situation is to get no feedback because I won't know whether I'm doing well or not. Criticism provides a great opportunity to learn and grow.

If I'm doing something wrong, l'd like to know about it so that I can correct and improve myself.

问：你通常如何对待批评？

答：不管是表扬还是批评，只要是针对我工作的意见，我都乐意接受。最糟糕的情况是得不到反馈，因为我不知道我做得不好。批评提供了学习和成长的绝佳机会。如果我做错了什么，我想知道它，这样我就可以纠正和提高自己。

1. Q: Do you think it is important to manage time effectively?

A: Yes, People who can effectively manage time are generally high achievers in all walks of life. Effective time management will help us to function even under intense pressure. So effective time management is essential for us to reach the pinnacles of our careers. Effective time management can be rewarding and

beneficial for our whole life.

问：你认为有效地管理时间很重要吗？

答：是的，能够有效管理时间的人通常是各行各业的高成就者。有效的时间管理将帮助我们即使在巨大的压力下也能发挥作用。因此，有效的时间管理对于我们达到职业生涯的顶峰至关重要。有效的时间管理对我们的一生都是有益的。

1. Q: Why you want to do this work?

A: Over the years, I have been working towards to be a better XXX and as such.

I have carried out lots of studying and professional development work to enable me to be in the position. Where I believe I can perform the role to the high standards required. If you hire me I believe you will be impresed with my work ethic and my ability to deliver consistent results whilst working under pressure.

问：你为什么要从事这个工作？

答：多年来。我一直在努力成为一名更好的XXX人员，因此。我进行了大量的学习和专业发展，以使我能够做好这份工作。我相信我可以达到工作所需的高标准。如果有幸成为公司一员，相信你会被我的职业能力和我能够在压力下工作并给出不错的工作结果而印象深刻。

1. Q: Why should we hire you?

A: I'm very confident that I would add real value to your company's success as your XXX position. If you hire me you will get someone who is professional with a positive mindset, the right skill set and with relevant work experience of 5 years. My passion and quick learning skills enable me to hit the ground running and rapidly size up problems.

问：我们为什么要雇用你？

答：我非常有信心，作为您的XXX职位，我会为贵公司的成功增添真正的价值。如果你雇用我，你会找到一个具有积极心态、正确技能和5年相关工作经验的专业人士。

我的热情和快速学习技能使我能够脚踏实地，快速解决问题。

1. Q: Are opportunities for promotion important to you?

A: In fact, the opportunities for career promotion are important to everyone.

No one would prefer to stay in one position for the whole of his or her life. But as you know, higher position in a company means more responsibilities and much more pressure, and I would choose to lead an easy life rather than strain myself for something as vain as higher position in a company. So the opportunities for career promotion are not so important to me. I prefer to do my proper work well and enjoy my life.

问：你认为在职业生涯中拥有晋升机会对你来说很重要吗？

答：其实职业发展的机会对每个人都很重要。没有人愿意一辈子都呆在一个位置上。但如你所知，在公司中更高的职位意味着更多的责任和更大的压力，我会选择过轻松的生活，而不是为公司中更高的职位这样徒劳的事情而紧张自己。所以职业晋升的机会对我来说并不那么重要。我更喜欢做好我应有的工作，享受我的生活。

1. Q: Do you prefer to take up a more challenging job?

A: Yes. A more challenging job will enable me to improve quickly and to become more competitive in the job market. Being competitive is indispensable to new chances and success in a society full of fierce competition.

问：你更喜欢从事更具挑战性的工作吗？

答：是的。更具挑战性的工作将使我能够快速提高并在就业市场上更具竞争力。在一个充满激烈竞争的社会中，竞争对于新的机会和成功是必不可少的。

1. Q: How did you hear about the position?

A: I learned the position through XXX as I've been following your company's page for a while. I'm really passionate about the work you're doing in XXX areas. So I was excited to apply. The required skills match well with the skills I have. And it seems like a great opportunity for me to contribute to your mission as well as a great next move for my career.

问：你是如何得知这个职位的？

答：我通过XXX了解到这个职位，因为我关注贵公司的页面已经有一段时间了。我对你在XXX领域所做的工作充满热情。所以我很兴奋地申请。所需的技能与我拥有的技能非常匹配。对我来说，这是一个很好的机会，可以为你们的工作做出贡献的同时也使我的职业生涯向更好的方向前进一步。