

## it 行业个人简介

### 01、 第一篇

Good afternoon, my dear manager !

My name is wang guipeng, I' m very happy and excited for having a face to face interview in your company.

I hope I can make a good performance today. Now I would like to introduce myself briefly.

I am 29 years old, born in Anhui province, graduated from the north university of china.

My major is Software Engineering, and i got my bachelor degree after my graduation in the year of 2013.

I have about 5 years work experience, I worked for my first company as a technical support engineer, and I worked for my second company as a function/automation/performance test engineer.

During my tenure, I participated in the skills competition organized by Huawei and won the first place.

In my daily life, I' m fond of hiking, party, writing blogs.

I think I' m a good team player and I' m a person of great honesty to others. Also I am able to work under great pressure.

all right. thank you for giving me the chance!

下午好，我亲爱的经理！

我叫王桂鹏，能来贵公司面试我感到非常的高兴和兴奋。

我希望我今天能有一个好的表现。现在我想简单介绍一下我自己。

我今年 29 岁，出生在安徽省，毕业于中国北方大学。

我的专业是软件工程，2013 年毕业后获得学士学位。

我有大约 5 年的工作经验，我在第一家公司做过技术支持工程师，在第二家公司做过功能/自动化/性能测试工程师。

任职期间参加华为组织的技能大赛，并获得第一名。

在日常生活中，我喜欢徒步旅行、聚会、写博客。

我认为我是一个很好的团队成员，我是一个非常诚实的人。我也能在很大的压力下工作。

好吧。谢谢您给我这个机会！

### 02、 第二篇

Good morning !

It is really my honor to have this opportunity for a interview,

I hope I can make a good performance today. I' m confident that I can succeed.

Now i will introduce myself briefly.

I am 26 years old, born in shandong province .

I was graduated from qingdao university. my major is electronic. and I got my bachelor degree after my graduation in the year of 2003.

I spend most of my time on study,I have passed CET4/6 . and I have acquired basic knowledge of my major during my school time.  
In July 2003, I begin work for a small private company as a technical support engineer in QingDao city.Because I'm capable of more responsibilities, so I decided to change my job.  
And in August 2004,I left QingDao to BeiJing and worked for a foreign enterprise as a automation software test engineer.Because I want to change my working environment, I'd like to find a job which is more challenging. Morover Motorola is a global company, so I feel I can gain the most from working in this kind of company ennvironment. That is the reason why I come here to compete for this position.  
I think I'm a good team player and I'm a person of great honesty to others. Also I am able to work under great pressure.  
That' s all. Thank you for giving me the chance

早上好!

很荣幸能有这个机会参加面试,

我希望我今天能有一个好的表现。我相信我能成功。

现在我将简要介绍一下我自己

我今年 26 岁, 出生于山东省。

我毕业于青岛大学。我的专业是电子。我在 2003 年毕业后获得了学士学位。

我把我的大部分时间花在学习上, 我已经通过了 CET4/6。在我上学期间, 我已经掌握了我的专业基础知识。

2003 年 7 月, 我开始在青岛一家小型私营公司工作, 担任技术支持工程师。因为我有能力担负起更多的责任, 所以决定换工作。

2004 年 8 月, 我离开青岛到北京为一家外企工作, 担任自动化软件测试工程师。因为我想改变工作环境, 找一个更有挑战性的工作。摩托罗拉是一家全球性的公司, 所以我觉得在这样的公司环境中工作会收获最多。这就是我来这里竞争这个职位的原因。

我认为我是一个很好的团队成员, 我是一个非常诚实的人。我也能在很大的压力下工作。

这是所有。谢谢你给我这个机会

03、 第三篇

Thank you for giving me this opportunity for this interview.

I hope today my performance will be perfect.

Now I will introduce myself briefly.

My name is Ryan(XXX) and 21 years old,borned in Shanghai(or XXX province ).

I'm an enthusiast for new technology.

I love to create something new, to learn something new.

I have more curiosity about the world than anybody else.

My favorite thing is to try something new with my friends.

The most fearful thing is boredom.

In terms of programming, I will be familiar with Django framework, Bootstrap framework and a little knowledge of Linux.

I have also written ATM projects, course selection system projects, and youku projects.

I believe I am qualified for this position.

I hope you can give me this opportunity.

I'm a young man. Maybe I don't have much work experience.

Maybe I'm not mature enough.

Maybe I didn't graduate from a good university.

But I am very willing to grow up, to learn, to fight!

I'm desperate for a chance

That's all I have to say, thank you

感谢您给我这次面试的机会。

我希望我今天的表现是完美的。

现在我将简要介绍一下我自己。

我叫 Ryan(XXX)，今年 21 岁，出生于上海(或 XXX 省)。

我热衷于新技术。

我喜欢创造新事物，学习新事物。

我比任何人都更好奇这个世界。

我最喜欢的事情是和朋友们一起尝试新事物。

最可怕的事情是无聊。

在编程方面，熟悉 Django 框架，Bootstrap 框架，对 Linux 有一定了解。

我也写过 ATM 项目，选课系统项目，优酷项目。

我相信我能胜任这个职位。

希望您能给我这个机会。

我是一个年轻人。也许我没有多少工作经验。

也许我还不够成熟。

也许我没有从一所好大学毕业。

但我很愿意长大，去学习，去恐惧!

我非常想得到一个机会

这就是我要说的，谢谢

04、 第四篇

### Self-introduction

Good afternoon, my dear manager. I' m very happy and excited for having a face to face interview in your company. Firstly, please allow me to introduce myself: my name is Vincent, I' m from Huizhou and now I' m living in Xiangzhou district, Zhuhai. I graduated from Wuyi University in 2009 and I majored in Computer Science Technology. To be honest, I' m interested in software programming. Secondly, I have worked in Eastcompeace for four years since I graduated. During these passing days, I learned a lot in it. I' m skilled in some kinds of computer languages, such as C++/Java/Object-C. I have good experiences in developing software using technologies like MFC, DLL, multi-thread, database TCP/IP network transmission and so on.

Thirdly, Talking about my project experiences, I managed to develop Smart Card Data Management System and RFSim Card Personalization System. I often play an important role in project team. I take responsibility for requirement analysis, system design document, coding, testing report, operation manual and etc. To tell you the truth, for my excellent speaking English, I was sent by my boss to oversea company for business travel in Bangladesh.

Fourthly, in my daily life, I' m fond of reading, writing blogs , basketball and playing the guitar. I' m a man who is full of passionate, careful and strong teamwork spirit. I think I' m very suitable for this job and hope you can give me a chance for being a member of your company.

That' s all. Thank you!

### 自我介绍

下午好，我亲爱的经理。能来贵公司面谈，我感到非常高兴和激动。首先，请允许我自我介绍一下:我叫 Vincent，来自惠州，现在住在珠海香洲区。我 2009 年毕业于武夷大学计算机科学技术专业。说实话，我对软件编程很感兴趣。

其次，我毕业后在东方赛博工作了四年。在这些日子里，我学到了很多。我精通一些计算机语言，比如 c++ /Java/Object-C。熟练使用 MFC、DLL、多线程、数据库 TCP/IP 网络传输等技术开发软件。

第三，讲讲我的项目经历，我成功开发了智能卡数据管理系统和 RFSim 卡个性化系统。我经常在项目组中扮演重要的角色。负责需求分析、系统设计文档、编码、测试报告、操作手册等工作。说实话，因为我的英语口语很好，我被我的老板派去孟加拉国的海外公司出差。

第四，在我的日常生活中，我喜欢阅读，写博客，篮球和弹吉他。我是一个富有激情，细心，团队合作精神强的人。我认为我非常适合这份工作，希望贵公司能给我一个机会成为贵公司的一员。

这是所有。谢谢你！

### 英语自我介绍常用话

Let me introduce myself. / Let me do some introduction. 让我来介绍一下自己。

Which aspect do you want to know about me?或者 What do you want to know about myself? 您想知道我哪方面的情况?

01. I have been for over five years in teh employ of an exporting company.

本人曾经前后五年被受雇于出口贸易公司。

02. I have been in the business for the last ten years, and worked as the superintendent in the personnel department.

本人在过去十年在商界担任人事部主任迄今。

03. I have had five years ‘ experience with a company as a salesman.

本人曾在某一公司担任推销员，前后有五年之久。

04. For the past three years, I have been in the office of the Brothers Trading Co., where I have been ad still am an accountant.

本人曾经在兄弟贸易公司服务三年，担任会计工作，现仍在职中。

05. I am twenty years of age, and have been employed for the last two years by the Green Trees Co., in teh general clerical work of the office.

我今年 20 岁，曾于绿林公司服务两年，担任一般文员工作。

06. I am 25 years of age, and have had two years ‘ experience in my present post, which I am leaving to better myself.

我今年 25 岁，已在目前的职位工作两年，兹为寻找更上一层楼，准备离开此职位。

07. I am nineteen years of age, female and have had two years ‘ experience in a company ‘s delivery office.

我今年 19 岁，女性。曾在某家公司担任收发工作两年。

08. I am just leaving school, and am eighteen years of age.

本人 18 岁，不久即可毕业。

09. I am twenty years of age, and am anxious to settle down to office work.

本人 20 岁，希望能找到一个公司，以便安定下来。

10. Since my graduation from the school two years ago, I have been employed in teh Green Hotel as a cashier.

两年前，自从离校后，在格兰酒店担任出纳员。

11. I noticed that you advertised a job in this morning’ s paper. 我看到你们在今早的报纸上刊登的招聘广告。

12. I’ m coming for your advertisement for … 我是来应聘你们广告上的……职位的。

13. I have applied for the position of … 我申请了贵公司的……职位。

14. Do you have any job for a part-timer? 你们需要兼职吗?

15. I’ d like to know if you need any full-time secretary. 我想知道你们是否需要全职秘书?

16. I’ m looking for a job. Are there any vacancies? 我在找工作，请问你们有空缺吗?

17. I got a degree in Literature and took a course in typing. 我获得了文学学士学位，还学过打字。

18. I haven’ t done anything like that before. 我以前没有做过这种工作。

19. I think I’ m quite fit for assistant’ s job. 我觉得我很适合做助理的工作。

20. I used to work as a sale’ s manager. 我以前做销售经理。

21. I' m quite familiar with editing. 我做过很多编辑工作。

22. I want a job with a vacation every year. 我想找个每年都能度假的工作。

23. I was thinking of a job in a school. 我打算到学校找份工作。

24. I worked in the accounting section of a manufacturer of electrical products. 我曾在电子产品制造商的会计组工作。

25. I love playing tennis. 我喜欢打网球。

26. Why did you leave your last job?上一份工作为什么离职?

面试的时候最怕问这个问题, 因为离职嘛, 无非就是心委屈了, 钱没给到位, 可是这两条都不能说, 大家不妨说一些无伤大雅的理由, 例如公司不能满足职业发展需求, 等等, 切忌过多解释。

Quite simply, They can't meet my career development.

简单的说, 他们不能满足我的职业发展。

Tip: meet 动词的意思中有一个是“满足”, 大家可以平时多用用。

27. Can you tell me someting about yourself ?你能介绍一下你自己吗?

自我介绍是面试中不可避免的环节, 也是建立初步印象的重要的环节, 怎么说, 说什么就尤为重要。面试官要通过你的自我介绍初步判断你是否是他们的人选, 所以体现自己的能力才是目的。大家可以这么说?

(1) Ever since I graduated from\_\_\_\_\_, I've put my time into\_\_\_\_\_

自从我从(某某大学)毕业后, 我就一直在做……

(2) I have worked for\_\_\_\_\_

我一直在……(行业、领域)工作

(3) I have two years of experience in \_\_\_\_\_

我在(某方面、领域)有两年经验。

介绍完概况后, 就要提到自己的特长, 优势了:

My strength lies in \_\_\_\_\_

我的特长/ 优势是……

当然, 也可以介绍一下自己的性格:

(1) A little bit about me personally is \_\_\_\_\_

关于我个人是…

(2) My friends often say that I am\_\_\_\_\_

我的朋友总是这样评价我……

这里给大家提供一些面试时可以用到的描述性格的词汇:

people person 擅长社交

team player 擅长团队协作

go-getter 有进取心

out going 外向

positive 积极

active 主动

reliable 可靠

28. what do you know about my company?你对我们公司有什么了解?

一般这种题目就是要夸夸对方公司，但是要不露痕迹，你可以这么说

(1) I've had the opportunity to do some research and I found that you ——

我之前做了一点调查，我发现……

(2) Most impressive is the fact that \_\_\_\_\_

最令人印象深刻的一点是……

(3) I really like the idea of \_\_\_\_\_

我最喜欢的一个理念就是……

你这么一通不着痕迹的夸下来，至少给面试官一个不错的印象。

常见问题四：Why are you interested in this job?你为什么对这份工作感兴趣?

当然是因为钱多活少，离家近。可是这个也不能说，所以只能这么说

(1) After looking at the job description, I found that \_\_\_\_\_

看过工作简介后，我发现……

(2) That's why I'd love to have the opportunity to \_\_\_\_\_

这就是为什么我希望得到……的机会。

(3) I believe I would be able to \_\_\_\_\_

我相信我可以……

29. Why should we hire you?我们为什么要录用你?

这个时候就要在抓住最后的机会再夸一夸自己。

There are a couple of reasons why I think I'm a good fit for this position.

我认为有以下几个原因能说明我适合这份工作。

First of all \_\_\_\_\_

首先……

Another reason is that \_\_\_\_\_

另一个原因是……

Finally \_\_\_\_\_

最后一个原因……

Most importantly, I'm gonna make a personal promise to you to work hard and not let you down.

最重要的是，我保证我会努力工作，不会让您失望的。

30. What's your greatest strength? 你最大的优势是什么？

(1) My greatest strength is\_\_\_\_\_.

我最大强项是\_\_\_\_\_。

(2) I find that this is very important when I\_\_\_\_\_.

我发现当\_\_\_\_\_时，这种强项是必不可少的。

举栗子：

My greatest strength is seriousness. I find that this is very important when I'm writing my research reports .

我的强项是严谨性，我发现这在我撰写研究报告的过程中很重要。

31. Describe the employee you most enjoy working with.

你最喜欢和什么样的同事一起合作？

在这个问题上，面试官希望了解的是： 第一， 这份工作是否会令你开心； 第二， 你所欣赏的人往往就是你的影子(心理学家如是说)， 比如说， 如果你说自己欣赏爽直的人， 往往你就是这样一个人！

例：I enjoy working with straightforward people, partly because I am a straightforward person myself. I hope my colleagues will offer their honest suggestions and even criticisms to me. Frankly speaking, I am not very comfortable with those people who are too sensitive and always hesitate to express themselves.

这样突出了自己的直爽的性格，很好。

32. Why did you decide to apply for this particular position?

你为什么要申请这份职位？

For the past three years I've been doing a similar job. Though my current boss has given me a raise twice I'm still not quite pleased with my salary, I believe you can understand 1,800 Yuan is not a very good pay. Now that I have this opportunity to get a higher pay, to work in a more well-known company, of course I would give it a try.

这个回答有几个优点： 第一，很真实，为钱而跳槽，是大多数人的换工理由；第二，强调了自己已经在过去单位工作三年的经历，足够忠诚了；第三，强调了自己两次涨薪的事实，说明自己一定有过优异的表现。

33. What are your great strengths?你有什么优点？

(1) I'm a good team player.

我是一个富有团队精神的人。

(2) I'm a hard-working, persistent person.

我工作刻苦，性情执着。



(3) I'm a fast-learner.

我学东西很快。

(4) I can work under pressure and get along with my colleagues.

我能在压力下工作，并能与同事和谐相处。

(5) I have strong organizational skills.

我的组织能力很强。

34. What are your salary expectations?

你对薪水有什么要求？

(1) I would expect the standard rate of pay at your company for a person with my experiences and educational background.

我希望是贵公司对于一个具有我这种经验和教育背景的人所付的标准薪资。

(2) Shall we discuss my responsibilities with your company first? I think salary is closely related to the responsibilities of the job.

我们能不能谈一谈我在贵公司需要承担的责任？我觉得工资应该与工作的责任紧密相关的。

(3) I hope you'll consider my experience and training and will offer me a salary higher than the junior secretary's salary.

我希望你们能考虑我的经验及受过的培训，给我定一份高于初级秘书的工资。

(4) I expect to be paid according to my abilities.

我希望能根据我的能力支付薪资。

35. In what specific ways will our company benefit from hiring you?

我公司雇用你有什么好处？

(1) I think that my technical background is helpful for you.

我觉得我的技术背景对你们有用。

(2) I have enough knowledge to market the products of your company.

我有足够的知识推广贵公司的产品。

(3) I'm very familiar with this market and have many customers. I think your company will benefit from it.

我对这个市场非常熟悉并有许多客户，我认为贵公司能从中获益。

(4) Your company will benefit from gaining a young energetic, bright, person.

贵公司能通过雇用一個充满活力、聪明的年轻人获益。

(5) I know I am the right person for this job.

我知道我是最适合这个工作的。

36. 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 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。)

37. 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。)

38. 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。)

39. 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。)

40. 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。)

41. 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。)

42. 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。)

43. 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。)

44. 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?)

A: I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership. (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 my management style by using an open-door policy. (我以开放式的政策，改进我的行政管理方式。)

45. 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。)

46. Q: How do you normally handle criticism?

(你通常如何处理别人的批评?)

A: Silence is golden. Just don't say anything; otherwise the situation could become worse. I do, however, accept constructive criticism. (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。)

47. Q: How do you handle your conflict with your colleagues 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 my ideas in a more clear and civilized manner in order to get my points across. (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。)

48. Q: How do you handle your failure?

(你怎样对待自己的失败?)

A: None of us was born “perfect”. I am sure I will be given a second chance to correct my mistake. (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。)

49. Q: What provide you with a sense of accomplishment.

(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 a project to the best of my ability. (尽我所能，完成一个项目。)

50. Q: If you had a lot of money to donate, 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 research 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 to donate it to educational institutions. (我乐意捐给教育机构。)

51. Q: What is most important 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 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 employment hopefully with your company. (希望能在贵公司任职对我来说最重要。)

52. Q: What current issues concern you the most? (目前什么事是你最关心的?)

A: The general state of our economy and the impact of China/' entry to WTO on our industry. (目前中国经济的总体情况以及中国入世对我们行业的影响。)

53. 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 to learn and to grow 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。)

54. 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 experience in my last job, I may use my organizational and planning skills in the future.

(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 my ability and talents in my field adequately. (我希望能充分展示我在这个行业的能力和智慧。)

A: Perhaps, an opportunity at a management position would be exciting. (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 for me to predict this. (现在对此问题的预测, 尚嫌过早。)

甚至还可以打趣的说:

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

55. Q: What range of pay-scale are you interested in? (你喜欢那一种薪水层次标准?) or Q:What are your salary expectations?

你对薪水有什么要求?

A: I would expect the standard rate of pay at your company for a person with my experiences and educational background.

我希望是贵公司对于一个具有我这种经验和教育背景的人所付的标准薪资。

Shall we discuss my responsibilities with your company first? I think salary is closely related to the responsibilities of the job.

我们能不能谈一谈我在贵公司需要承担的责任? 我觉得工资应该与工作的责任紧密相关的。

I hope you' ll consider my experience and training and will offer me a salary higher than the junior secretary' s salary.

我希望你们能考虑我的经验及受过的培训, 给我定一份高于初级秘书的工资。

I expect to be paid according to my abilities.

我希望能根据我的能力支付薪资。

With my experiences, I'd like to start at RMB4000 a month.

以我的经验，我希望起薪是 4000 元人民币。

A: Money is important, but the responsibility that goes along with this job is what interests me the most. (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 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。)

Other Tips (其它建议)

Know something about the organization you are applying to. (了解一些你申请工作单位的情况)

Dress properly. Don't shake hand with the interviewer until he/she extends

his/her hand. (穿着要得体，人家伸手时才握手。)

Don't sit down until invited to do so by the interviewer. (人家未请，先别坐下。)

Make eye-contact with the interviewer during the interview. (面试时，眼睛要看着对方。)

Listen actively and stay calm. (注意听，保持冷静。)

If invited to a meal, be especially careful about your table manners. (被邀吃饭时，要特别注意餐桌礼节。)

Don't talk with your mouth full. (嘴里有食物，不可开口说话)

Don't make much noise while you eat. (吃东西不要出声音)

Don't blow your nose or use the toothpick at table. (不要拧鼻涕或用牙签剔牙)

Don't appear to be pushy or overly anxious to get a job. (不必过分表现急着要工作)

Be honest, but not too modest. (要诚实，但不必太谦虚)

Don't put yourself down or cut yourself up. (不可妄自菲薄或自贬)

Try to avoid discussing politics or religion with your interviewer. (避免与面试人谈政治或宗教)

56.Q:What are your great strengths?你有什么优点? or What is your greatest strength? (你最突出的优点是什么?)

这是很多面试考官喜欢问的一个问题，这是你展示自己的最佳机会，不要吹嘘自己或过于自负，但要让雇主知道你相信自己，你知道自己的优点。如可答：

“我认为我最大的优点是能够执着地尽力把事情办好。当做完一件工作而其成果又正合我的预想时，我会有一种真正的成就感。我给自己定了一些高目标。比如说，我要成为出色的毕业生。尽管在大学一年级时我启动慢了些，但最终我以优等论文完成了学业。”

I feel that my strongest asset is my ability to stick to things to get them done. I feel a real sense of accomplishment when I finish a job and it turns out just as I'd planned. I've set some high goals for myself. For example, I want to graduate with highest distinction. And even though I had a slow start in my freshman year, I made up for it by doing an honor's thesis.

I'm a good team player.

我是一个富有团队精神的人。

I'm a hard-working, persistent person.

我工作刻苦，性情执着。

I' m a fast-learner.

我学东西很快。

I can work under pressure and get along with my colleagues.

我能在压力下工作，并能与同事和谐相处。

I have strong organizational skills.

我的组织能力很强。

57. What is your greatest weakness?

（你最大的弱点是什么？）

你不应该说你没有任何弱点，以此来回避这个问题。每个人都有弱点，最佳策略是承认你的弱点，但同时表明你在予以改进，并有克服弱点的计划。可能的话，你可说出一项可能会给公司带来好处的弱点，如可说：“我是一个完美主义者。工作做得不漂亮，我是不会撒手的。”

I' m such a perfectionist that I will not stop until a job is well done.

58. Q:In what specific ways will our company benefit from hiring you?

我公司雇用你有什么好处？

I think that my technical background is helpful for you.

我觉得我的技术背景对你们有用。

I have enough knowledge to market the products of your company.

我有足够的知识推广贵公司的产品。

I' m very familiar with this market and have many customers. I think your company will benefit from it.

我对这个市场非常熟悉并有许多客户，我认为贵公司能从中获益。

Your company will benefit from gaining a young energetic, bright, person.

贵公司能通过雇用一个充满活力、聪明的年轻人获益。

I know I am the right person for this job.

我知道我是最适合这个工作的。

part-time job: 兼职工作

full-time: 全职

position / vacancy: 职位，空缺

manager: 经理

director: 主任

president: 董事长，总经理

General Manager: 总经理

saleperson: 推销员

engineer: 工程师

accountant: 会计

degree: 学位

introduce: (动词) 介绍 introduction: (名词) 介绍