

01.面试篇—开场白

开场白

BRIEF INTRODUCTION 简介

开场白（prolusion）有可能决定整个面试的基调。所谓“前三分钟定终身”，即你给面试官的第一印象，从言谈举止到穿着打扮将直接影响到你被录取的机会。要彬彬有礼，但不要显得过分殷勤；要大方得体，不要拘谨或过分谦让。

还有，应试者需要注意的是，虽然对方为了缓和紧张气氛会问几个轻松的问题，但回答问题时一定要礼貌，答案要抓住重点，和面试无关的话不要说，尽量考虑对方最想知道什么。

BASIC EXPRESSIONS 基本句型表达

1) May I come in?

我可以进来吗？

2) How are you doing, Mrs. Smith?

你好，史密斯女士。

3) Excuse me. May I see Mrs. Smith?

对不起，我可以见史密斯女士吗？

4) Miss Wu? Will you come in please? Take a seat.

吴小姐，请进，坐下吧。

5) I have come here for an interview by appointment. Nice to meet you.

我是应约来面试的，非常高兴见到你。

6) I am coming for an interview as required.

我是应邀来面试的。

7) Did you have any difficulty finding our company?

找到我们公司困难吗？

8) How do you think of the weather today?

你认为今天的天气如何？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

A: May I come in?

I: Yes, please.

A: How are you doing, Madam? My name is Wujing. I am coming to your company for an

interview as requested.

I: Fine, thank you for coming. Mr. Wu, Please take a seat. I am Anne Smith, the assistant manager.

A: Nice to see you, Mrs. Smith.

I: Nice to meet you, too.

A: 我可以进来吗?

I: 请进。

A: 你好, 夫人。我叫吴京, 我是应邀来贵公司面试的。

I: 好的, 谢谢你过来。吴先生请坐, 我叫安妮·史密斯, 是经理助理。

A: 非常高兴见到你, 史密斯女士。

I: 我也很高兴见到你。

Dialogue 2

A: OK, Mr. Wu. You may come in. I'm Anne Smith and on my right, my colleague, Anna Duncan, and on my left, Angela Lamb. Do please sit down.

I: Thank you. Good afternoon Mrs. Smith, Miss Duncan, Miss Lamb.

A: Your English is fluent.

I: Thank you.

A: How do you think of the weather today?

I: I don't like the weather like this. Cold and rainy. Hope it become sunny as soon as possible.

A: 好了, 吴先生, 你可以进来了。我是安妮·史密斯, 我右面是我的同事安娜·邓肯, 左边是安吉拉·兰姆。请坐吧。

I: 谢谢你。下午好, 史密斯女士、邓肯小姐、兰姆小姐。

A: 你的英语很流利。

I: 谢谢夸奖。

A: 你觉得今天的天气如何?

I: 我不喜欢这样的天气, 又冷还下着雨, 真希望早点出太阳。

Dialogue 3

A: Excuse me. May I see Mrs. Smith?

I: It's me. What can I do for you?

A: Nice to meet you, Mrs. Smith. I'm coming here for an interview by appointment.

I: Are you Mr. Wu?

A: Yes, I am.

I: Nice to meet you, too. Did you have any difficulty finding our company?

A: Not really, I am familiar with this area.

A: 不好意思, 我可以见史密斯女士吗?

I: 我就是, 需要我帮忙吗?

A: 很高兴见到你, 史密斯女士。我是应约来面试的。

I: 你是吴先生吧?

A: 是的, 我是。

I: 我也很高兴见到你。找我们公司困难吗?

A: 没有, 我对这一带很熟悉。

WORDS AND EXPRESSIONS 关键词

interview 面试 request 需要, 要求
as requested 应邀 assistant 助理的, 辅助的; 助手
as soon as possible 尽快 colleague 同事
appointment 约会, 约定 fluent 流利的, 流畅的
by appointment 按约定 be familiar with 熟悉

NOTES 注释

这是面试开始时常用到的几个场景。面试可能是一对一进行, 也可能是集体面试, 一般之前都有预约。注意不同场合下的几个关键用语: (提前预约过) “I come here for an interview by appointment.” 或者 “I am coming to your company for an interview as requested.”。

如果是集体面试, 主考官会轮流叫人, 进入房间后只要自己介绍就可以了。如果是第一次登门拜访, 则需要说明你的来意和一些相关情况, 比如你是从广告上看到的招聘启事或者是经人推荐的, 一定要说清楚。句型有: “Excuse me, please. I wish to apply for the vacancy advertised in the morning newspaper yesterday. Has the vacancy been filled?” 或者 “I was referred to your company by Mr.White, your manager.”。

SUBSTITUTION EXERCISES

替换练习

1) It's nice to see you.

Nice to see you.

Glad to see you.

Nice to meet you.

见到你很高兴。

2) I am Margaret Smith, the assistant manager.

the personnel manager

the administration Manager

the area representative

我是 Margaret Smith, 经理助理

人事经理

行政经理

地区代表

3) Did you have any difficulty finding our company?

Did you have any trouble finding

Is it convenient for you to find

Is it easy for you to find

你找到我们公司有困难吗?

有没有遇到什么麻烦找到我们公司?

找到我们公司方便吗?

找到我们公司容易吗？

- 4) I am coming to your company for an interview as requested.
by appointment.
as invited.

是你们要求我过来贵公司面试的。
我是按预约过来贵公司面试的。
我应邀来贵公司面试的。

02.面试篇一个人信息

个人信息

这里所讲的个人资料是一个应征者的基本信息，虽然是一些很简单的问题，但是正是根据这些信息，主考官可以初步断定应试者是否符合他们的要求。

BASIC EXPRESSIONS 基本句型表达

- 1) What is your name, please?
请问，你叫什么名字？
- 2) Can you tell me what your full name is, please?
能把你的全名告诉我吗？
- 3) How do you spell your full name?
你的全名怎么拼写？
- 4) I was born on June 22, 1980.
我生于 1980 年 6 月 22 日。
- 5) You look very young. How old are you?
你看上去很年轻，你多大了？
- 6) I am just over twenty-two.
我刚过 22 岁。
- 7) Where are you from?
你是哪里人？
- 8) Where is your native place?
你的籍贯是哪里？
- 9) Where do you live now?

你现在住哪里？

10) I live at 606 Zhongguancun Road, Apt 802, Beijing.

我住在北京中关村大街 606 号，802 单元。

11) Can you tell me something about your family?

能介绍一下你的家庭情况吗？

12) Are you married?

你结婚了吗？

13) How long have you been married?

你结婚多长时间了？

14) I have been married for two years.

我结婚两年了。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What is your name, please?

A: My name is Sun lin.

I: How old are you?

A: I am twenty-five years old.

I: May I ask your birth date?

A: Yes, my birth date is September 22, 1977.

I: Where do you live now?

A: I live at 606 Zhongguancun Road, Apt 802, Beijing.

I: Then tell me your birthplace.

A: My birthplace is Nanjing.

I: Ok, I know you are not a resident of Beijing. Where is your domicile place then?

A: My domicile place is Nanjing, too.

I: 请问，你叫什么名字？

A: 我叫孙林。

I: 你多大了？

A: 25 岁。

I: 我可以问问你的生日吗？

A: 可以，我的生日是 1977 年 9 月 22 日。

I: 你现在住哪里呢？

A: 我住北京市中关村大街 606 号，802 单元。

I: 你的出生地是？

A: 我的出生地是南京。

I: 好的，我知道你不是北京人。那你的原籍是哪里？

A: 我的原籍也是南京。

Dialogue 2

I: Mr.Sun,would you mind if I ask you some questions, which may sound impolite?

A: Ah,never mind, please.

I: Can you tell me how old you are?

A: I am 25 years old.

I: Are you married?

A: No, I am still single.

I: Can you tell me something about your family?

A: Ok.There are four persons in my family, my parents, my elder sister and me.

I: 孙先生,我可以问你几个听起来可能不是很有礼貌的问题吗?

A: 啊,没关系,请问吧。

I: 你能告诉我你多大了吗?

A: 我 25 岁了。

I: 你结婚了吗?

A: 没有,我还是单身。

I: 那你能告诉我你家里的一些情况吗?

A: 好的,我家四口人,我父母,我姐姐和我。

Dialogue 3

I: Tell me a little bit about yourself, please.

A: My name is Sunlin and I live in Beijing. I was born in 1980. I will graduate from Peking University this July. I have majored in accounting.

I: Would you tell me something about your family?

A: There are three in my family, my parents and myself. My father is a teacher and my mother is a worker.

I: 能告诉我一些你自己的情况吗?

A: 我叫孙林,住在北京。我出生于 1980 年。今年七月将从北京大学毕业,我主修的专业是会计学。

I: 能说说你的家庭情况吗?

A: 我们家三口人,我父母和我。我父亲是一位教师,我母亲是一名工人。

WORDS AND EXPRESSIONS 关键词

birthplace 出生地 resident 居民,居住者

domicile (法律)原籍 sound 听起来

single 单身的 married 结婚的

NOTES 注释

根据这些信息,主考官可以初步断定应试者是否符合他们的要求,比如有些工作只适合本地人来做;有些工作需要经常出差,单身的人就有优势。但是有些涉及个人隐私,自己不便说的,比如主考官问你: I noticed you are wearing a wedding ring. Do you have any children?这时你最好的回答就是 Why do you ask?, 这样可以使你掌握主动,使主考官把他真正的意图说出来,比如也许他是在试探你是否能长时间留在他们公司。

1) Can you tell me your name, please?

Can I have

What is

请问你能告诉我你的名字吗？

请问我能知道你的名字吗？

请问你叫什么名字。

2) How old are you? 你多大了？

What is your age?

May I ask your age?

3) What's your birthday? 你的生日是？

When is your birth date? 你哪一年出生？

When were you born? 你哪一年出生？

4) Where are you from?

Where do you come from?

What is your hometown?

你来自哪里？

你来自哪里？

你的老家是哪里？

5) Where is your native place?

domicile

permanent

你老家是哪里？

你现在住在哪里？

你永久性的居住地是哪里？

03.面试篇—性格和爱好

性格与爱好

通过个性和爱好的问答，主考官可以初步判断面试者的性格特点是否适合职位的需要。性格外向的人往往容易给人留下热情活泼、思维敏捷但不深沉的印象，这类性格的人在面试时说话的节奏要适当放慢，语言组织得当，要注意给人以博学多才、见多识广的良好形象。性格内向的人则容易给人留下深沉有余、反应迟缓的印象，在面试时，这类性格的人要力争积极回答，并就某一重大观点展开论述，以弥补自己性格上的不足。

兴趣爱好有助于工作的胜任愉快，而且热爱本职，从事的专业岗位与自己的兴趣爱好相吻合也更有利于出成果。

BASIC EXPRESSIONS 基本句型表达

1) What kind of character do you think you have?

你认为自己是什么性格的人？

2) Are you introverted or extroverted?

你内向还是外向?

3) What kind of person would you like to work with?

你喜欢和什么样的人一起工作呢?

4) -How do you get along with others?

你和别人相处得怎样?

-I get on well with others.

我和别人相处得很好。

5) Do you have any particular strengths or weaknesses?

你有什么特别的优点和缺点吗?

6) What basic principles do you apply to your life?

你生活中的基本原则是什么?

7) How do you spend your spare time?

你的业余时间怎么度过?

8) What kind of sports do you like most?

你最喜欢什么运动?

9) What are your hobbies?

你的业余爱好是什么?

10) I have an interest in traveling.

我对旅游非常感兴趣。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What kind of character do you think you have?

A: Generally speaking, I am an open-minded person.

I: What is your strongest trait?

A: Cheerfulness and friendliness.

I: How would your friends or colleagues describe you?

A: They say Mr. Sun is a friendly, sensitive, caring and determined person.

I: What personality do you admire?

A: I admire a person who is honest, flexible and easy-going.

I: How do you get along with others?

A: I get on well with others.

I: 你认为你是什么性格的人?

- A: 总的来说,我是个思想很开明的人。
I: 你个性上最大的特点是什么?
A: 乐观和友好。
I: 你的朋友或同事怎么形容你?
A: 他们说孙先生是位很友好、敏感、关心他人和有决心的人。
I: 你欣赏哪种性格的人?
A: 我欣赏诚实、灵活而且容易相处的人。
I: 你和别人相处得怎样?
A: 我和别人相处得很好。

Dialogue 2

- I: What kind of person do you think you are?
A: Well, I am always energetic and enthusiastic. That's my strongest personality.
I: What are your strengths and weaknesses?
A: Em, as I have said, I'm diligent and industrious. On the other hand, sometimes I'm too hard-working and I put myself under too much pressure to make things perfect.
I: What qualities would you expect of persons working as a team?
A: To work in a team, in my opinion, two characteristics are necessary for a person. That is, the person must be cooperative and aggressive.
I: How do you spend your leisure time?
A: I like playing games and having sports. They are my favourite hobbies.
I: So, what kind of sport do you like most?
A: Oh, it's hard to narrow it down to just one. I mean, I like all kinds of sports, basketball, swimming, bike riding and so on. Maybe it is just the reason why I am so energetic and vigorous.
I: 你觉得你自己的个性如何?
A: 嗯,我觉得自己精力很充沛,做事很有热情。这是我最大的特点了。
I: 那你认为自己的最大优点和缺点是什么呢?
A: 正如我刚才说过的,我工作特别勤奋认真。但是,有时为了尽可能把事情办得完美些,我又会让自己背上太多的压力,工作太辛苦。
I: 你认为作为团队中的一员,一个人需要具备什么样的品质?
A: 依我之见,作为团队中的一员,合作精神和进取精神两者皆不可少。
I: 你业余时间都做些什么?
A: 我爱玩游戏和体育运动,这是我最大的爱好。
I: 那么你最喜欢什么体育运动?
A: 哦,那可实在太多了,我喜欢各类体育运动,打篮球、游泳、骑车之类的。也许这是我精力如此充沛的原因吧。

open-minded 开明的,开放的 easy-going 容易相处的
personality 个性,人格 enthusiastic 充满热情的
leisure 空闲的,闲暇的 hobby 业余爱好

应试者应该根据应聘职位的需求,尽量的使用适当的词语形容自己的个性特点。例如,应试者如果应聘秘书的职位,那么他(她)在形容自己的个性特点时应尽量选用类似 efficient (有效率的)、careful (办事仔细的)、responsible (负责的)等词语而不应该选用 purposeful (有

目的的)或 liberal (心胸宽大的)等不着边际的词语。

1) What kind of character do you think you are?

personality

person

你认为你自己具有什么样的性格。

你认为你自己具有什么样的个性。

你认为你自己是个什么样的人。

2) Do you have any particular strengths or weaknesses?

What are your strengths and weaknesses?

merits

strong points

shortcomings

你有什么特别的强项或缺点吗?

你的强项和缺点是什么?

你有什么优点?

你有何长处?

你有何缺点?

3) How do you spend your leisure time? = What do you do for leisure?

spare

free

你的休闲时间如何度过?

你的空闲时间怎么打发?

你的空闲时间怎么打发?

4) I have an interest in traveling.

am fond of

like

love

我对旅游感兴趣。

我喜欢旅游。

我喜欢旅游。

我爱好旅游。

04.面试篇一教育背景

教育背景

刚踏出校门的社会新鲜人,由于尚无实际工作经验,面试者也无从询问“工作”本身的专业

性问题,但是他可以藉由你所读学校、所选修的课程、在课业上的表现、以及所参加的社团活动等方面,来判断你是否具备做好这份工作的潜力与能力。回答这类问题,正是你进行“自我推销”的大好时机,一定要好好把握。

BASIC EXPRESSIONS 基本句型表达

1) What degree will you receive?

你将拿到什么学位?

2) I will receive a Bachelor's degree.

我将获得学士学位。

3) How about your academic records at college?

你大学的成绩如何?

4) I have been doing quite well at college.

我在大学时学习很好。

5) My specialization at the university is just in line with the areas your institute deals with.

我在大学所学的专业和你们研究所所涉及的范围刚好对口。

6) I was one of the top students in the class.

我是班里最优秀的学生之一。

7) Which course did you like best?

你最喜欢哪门课程?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Which school are you attending?

A: I am attending Hebei University of Technology.

I: When will you graduate from that university?

A: This coming July.

I: What degree will you receive?

A: I will receive a Bachelor's degree.

I: What is your major?

A: My major is Business Administration.

I: How have you been getting on with your studies so far?

A: I have been doing quite well at college. According to the academic records I have achieved so far, I am confident that I will get my Bachelor of Business Administration this coming July.

I: How do you think the education you have received will contribute to your work in this institution?

A: I have already learned a lot in the classroom and I hope to be able to make practical use of it in your company. My specialization at the university is just in line with the areas your institute

deals with. I am sure I can apply what I have learned to the work in your institute.

I: 你在哪个学校上学?

A: 我在河北工业大学上学。

I: 你什么时候毕业?

A: 今年七月。

I: 你能拿到什么学位?

A: 学士学位。

I: 你是什么专业的?

A: 我的专业是商业管理。

I: 到目前为止, 你在校的学习情况如何?

A: 我学得不错。根据至今我所取得的学习成绩, 我敢肯定今年 7 月份我一定能获得商业管理学士学位。

I: 你认为你接受的教育将如何有助于本机构的工作?

A: 我在课堂上学到了很多, 我希望能把它实际运用到贵公司的商务活动中去。我在大学所学的专业和你们研究所所涉及的范围刚好对口。 我相信我能够把我所学到的东西运用到你们研究所的工作之中。

Dialogue 2

I: Which university did you graduate from?

A: I graduated from Hebei University.

I: What subject did you major in at university?

A: I majored in Economics.

I: Tell me about the courses of your major in university.

A: I take more than 50 courses in university, including microeconomics, macroeconomics, marketing principles, sales management, statistics, and so on.

I: How did you get on with your studies in university?

A: I did well in university. I was one of the top students in the class.

I: What subject did you minor in?

A: I didn't minor in any subject when I was in university, but I attended English and computer courses. And I am currently studying finance in a training school.

I: 你是哪个学校毕业的?

A: 我毕业于河北大学。

I: 你大学时主修什么专业?

A: 我的专业是经济学。

I: 说说你在大学时都主修了什么课程?

A: 大学期间我修了 50 多门课程, 包括微观经济学、宏观经济学、市场原理、销售管理、统计学等。

I: 你大学时成绩如何?

A: 我成绩非常好, 我是班里最优秀的学生之一。

I: 你辅修过什么专业吗?

A: 我在大学期间没有辅修过, 但参加过英语和计算机培训课程。目前我正在一个培训学校学习财政学。

Dialogue 3

I: Have you received any degrees?

A: Yes. In 1996 I received my Bachelor of Science degree from Hebei University, and in 2001 I received my MBA degree from Peking University.

I: How about your academic records at college?

A: In fact my records were excellent. My overall GPA was 9 on a 10 scale, which was the highest in my class.

I: That's very impressive. Which course did you like best?

A: English. It was both interesting and useful, so I showed a great interest in it.

I: Can you tell me why you changed your major when you were a graduate student?

A: Because I am very interested in administration and I did take some courses in it. I also performed well in the subjects. Hence I believe that I can do a good job in this position.

I: Did you get any honors and awards at college?

A: Yes. I was awarded a scholarship from the university every year. In 1995 I participated in the National Contest of Maths Models and I won the prize.

I: 你有获得学位吗?

A: 有, 1996 年我在河北大学获得了理学学士学位, 2001 年在北京大学获得了工商管理硕士学位。

I: 你大学时学习成绩如何?

A: 事实上我每门课都非常优秀, 我的总平均成绩按 10 分制是 9 分, 是班里最高的。

I: 那可真不错哦。你最喜欢哪门课程?

A: 英语。因为这门课既有趣又实用, 我对它很感兴趣。

I: 那你能告诉我你读研究生时为什么要换专业吗?

A: 因为我对管理非常感兴趣, 而且我也学过这方面的课程, 而且成绩非常好。因此, 我相信我能做好这个职位。

I: 你大学时获得过荣誉和奖励吗?

A: 获得过。每年我都获得学校奖学金, 在 1995 年我参加了国家数学建模考试, 并得了奖。

major 主修课; 主修的; 主修 degree 学位

bachelor 文理学士 contribute 贡献

minor in 辅修 academic 学术的

impressive 给人深刻印象的 honor 荣誉

award 奖励 scholarship 奖学金

在回答提问时要注意投其所好, 比如对方问你 “What course do you like best?”, 这时你最好回答和所应聘公司相关的科目, 这会让他留下你很有潜力的印象。

注意几个关键的词语: degree (学位)、subject (科目)、department (系)、Bachelor's degree (学士学位)、major (主修)、minor (辅修)。

1) Which school are you attending?

in

from

你在哪个学校读书?

你是哪个学校的?

你来自哪个学校?

2) I will receive a Bachelor`s degree.

a Master`s degree

a Doctoral degree

我将获得 学士学位。

硕士学位

博士学位

3) I majored in economics.

industrial design

history

sociology

我主修 经济学。

工业设计

历史学

社会学

4) How about your academic records at college?

grades

scores

school report card

你在大学时成绩如何？

5) Which subject do you like best ?

better

least

你 最喜欢 哪门课程？

比较喜欢

最不喜欢

05.面试篇—个人技能

个人技能

在面试时，个人技能主要指除了专业之外的、能对你的专业发展有帮助的一些技能。也许你有很多技能，也不必一一列出，最好只说那些与应聘岗位相关的资格认证或者技能。最突出的就是外语能力，比如英语水平和日语水平怎样，以及电脑知识，这些都可以被看作是应聘者的技能。

BASIC EXPRESSIONS 基本句型表达

1) How do you think of your English?

你认为你的英语水平如何?

2) How do you think of your proficiency in written and spoken English?

你认为你的书面英语和口语熟练程度如何?

3) I think my English is good enough to communicate with English speaking people.

我认为我能用英语和说英语国家的人很好的交流。

4) What other foreign language do you speak?

你还能说什么其他外语吗?

5) I have a good command of 庞

我精通……

6) Have you obtained any certificate of technical qualifications?

你获得过什么技术证书吗?

7) What special skills do you have, can you tell me?

你能告诉我你有什么特殊技能吗?

8) Have you gotten any special training in ...?

你接受过……方面的特殊培训吗?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Our advertisement says English competence is a key requirement of this position. Then how do you think of your proficiency in written and spoken English?

A: I have learned English for 10 years, and I have passed College English Test Band 4 and 6. My spoken English is fairly good enough to express myself fluently.

I: What other foreign language do you speak?

A: I did self-study of Japanese in college, and I can carry on some simple conversations in Japanese.

I: 我们的招聘广告要求这个职位的应聘者应当具有相当好的英语水平,那么,你认为你的书面英语和口语能力如何呢?

A: 我已经学英语 10 年了,而且我通过了大学英语四级和六级。我能用英语口语把自己的想法流利地表达出来。

I: 你还能说其他别的外语吗?

A: 我在大学时自学过日语,我能用日语进行一些简单的对话。

16 /

a Tourist Guide's Qualification Certificate

我获得了 工程师资格证书。

会计师资格证书

计算机操作证书

导游证书

3) I am accomplished in programming.

am well up in

am proficient in

have a good command of

我编程很熟练。

我精通编程

我精通编程

我精通编程

4) I have experience in computer operation.

am experienced in

am skillful with

我具有计算机操作经验。

我对计算机操作很有经验。

我的计算机操作技术很好。

06.面试篇一离职和应聘原因

离职原因和应聘原因

如今跳槽已是一个很普遍的现象，原因是多种多样的。应征者当被问及跳槽的原因时要把握住一点，那就是你要说出现在应聘的这个公司能为你提供原公司不能提供的方面，包括个人发展（development）、机会（opportunity）、工作环境（working environment）等等。

BASIC EXPRESSIONS 基本句型表达

1) Why do you want to leave your present job and join us?

你为什么要辞去现在的工作来我们这里？

2) Why do you want to apply for a position in our company?

你为什么想申请来我们公司？

3) Because your operations are global, so I feel I can gain the most from working in this kind of environment.

因为你们公司的运作是全球化的，我觉得在这样一个环境中工作会收获最多。

4) Because I think my major is suitable for this position.

因为我认为我的专业适合这个职位。

5) Because I'm very interested in your company's training program.

因为我对你们公司的培训计划很感兴趣。

6) Please tell me a little bit about your present job.

请告诉我你目前这个工作的一些情况。

7) Why do you think you are qualified for this position?

你为什么认为你能胜任这个工作？

8) My major and working experience make me qualified for this position.

我的专业和工作经验使我能胜任这个职位。

9) How do you know about this company?

你是怎么知道我们公司的？

10) Your company is very reputed in this city, I heard much praise for your company.

贵公司在这个城市名声很好，我听了很多人对贵公司的好评。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: I know in your resume that you have worked in your present company for 3 years, can you tell me why you want to leave your present job and join us?

A: Because the job I am doing in my present company is of no challenge, but I like challenge. Your firm is a young organisation with many innovative ideas. It has been very successful in an expanding market since its establishment 10 years ago. Working for you would be exactly the sort of challenge I am looking for.

I: Why do you think you are qualified for this position?

A: I have excellent communication skills and I am familiar with the procedures for the last company I worked for. Besides, I am a team player and have great interpersonal skills.

I: 从你的简历中，我知道你已经在现在这个公司工作 3 年了，能告诉我为什么你想辞去现在这个工作来我们公司吗？

A: 我离开这个公司是因为现在这个工作没有挑战性，但我喜欢挑战。贵公司是一家具有创新精神的年轻公司，自创建 10 年以来，在市场拓展方面取得了巨大的成功。能为你们工作，正是我所追求的那种挑战。

I: 为什么你认为你能胜任我们公司这个职位呢？

A: 我的人际交往能力很强。在我工作的上个公司，我熟练掌握了工作流程，而且我具有团队精神和出色的人际关系技能。

Dialogue 2

I: Why do you want to apply for a position in our company? Don't you like the present job?

A: I like the job and it is similar to the position I am applying for in your company, but the salary

of my present job is too low, so I decided to leave.

I: Is that the only reason why you are leaving?

A: No, another reason is that your operations are global, so I feel I can gain the most from working in this kind of environment.

I: If you are hired, when will it be convenient for you to begin to work?

A: If you like, tomorrow is ok.

I: 为什么你要应聘我们公司这个职位, 你不喜欢你目前这个工作吗?

A: 我喜欢目前这个工作, 而且它和我在贵公司应聘的这个职位很相似, 但是我目前这份工作的薪水太低, 所以我想离开。

I: 这是你想离职的唯一原因吗?

A: 不, 另一个原因是因为你们公司的运作是全球化的, 我觉得在这样一个环境中工作会收获最多。

I: 如果你被录用, 什么时候方便来本公司上班呢?

A: 如果你愿意, 明天就可以。

Dialogue 3

I: How would you describe your ideal job?

A: I think the job should make use of the professional experience I have obtained, and offer me opportunity for advancement.

I: Why do you think you might like to work for our company?

A: I feel my background and experience are a good fit for this position and I am very interested. What's more, your company is outstanding in this field.

I: What makes you think you would be a success in this position?

A: My graduate school training combined with my experience as an intern should qualify me for this particular job. I am sure I will be successful.

I: How do you know about this company?

A: Your company is very reputed in this city; I heard much praise to your company.

I: 你理想的工作是什么样的?

A: 我认为应该能发挥我掌握的专业知识, 而且能为我提供升职的机会。

I: 那你为什么认为你会喜欢在我们公司工作呢?

A: 我认为我的背景和经验非常适合这个工作, 而且我对这个工作也非常感兴趣, 况且贵公司又是这个领域的佼佼者。

I: 你怎么知道能胜任这份工作呢?

A: 我在研究所所受的训练, 加上实习工作经验, 应该使我适合做这份工作。我相信我会成功的。

I: 你是如何知道本公司的?

A: 贵公司在本市很有名, 我听到很多对贵公司的好评。

be of no challenge 不具有挑战性 position 职位

responsibility 责任, 职责 be qualified for 适于担任

apply for 申请 advancement 提升, 晋升

operation 运作 environment 环境, 外界

convenient 方便的 professional 专业的

background 背景 intern 实习生

NOTES 注释

以下是常用离职、应聘原因：

- 1) The job is out of my major.
我的工作不属于我的专业范围。
- 2) I want to do a job that can offer me the opportunity for advancement.
我想找一个能给我带来提升机会的工作。
- 3) I am looking for a more challenging opportunity.
我想找一个更具挑战性的工作。
- 4) My former company has been bankrupt.
我原先那个公司已经破产了。
- 5) Because I'm very interested in your company's training program.
因为我对贵公司的培训计划非常感兴趣。
- 6) Your company has a great future and is conducive to the further development of my abilities.
贵公司前途光明，有助于我个人能力的发展
- 7) Working in this company can give me the chance to exert all my strengths.
在贵公司工作能发挥我最大的能力。
- 8) Because that company didn't have a good future, so I needed to consider my future.
因为那家公司没有什么前途，所以我必需考虑我的未来。

1) Why do you want to leave your present job?

What's the reason for you

For what do you decide

你为何要辞去你目前的工作？

2) I am qualified for this position.

fit for

competent for

equal to

我适合 这个职位。

我适合

我能胜任

我能胜任

3) The job is out of my major.

field

specialty

domain

这份工作不属于我的 专业范围。

专业领域

专业

专业领域

07.面试篇一工作经验

工作经验

招聘方往往希望知道应聘者的工作性质是否和招聘的职位有关,或者应聘者从以往的工作中吸取到了哪些有用的经验。即便过去的工作和现在应聘的职位无关,也不能说是什么都没学到,因为每份工作都有它可取之处。有时也许由于种种原因,雇员跳槽比较多,但这不一定是坏事,所以如果自己是属于这种情况,可以向雇主说明干过多种工作使自己经验丰富,能为雇主更好的服务。

BASIC EXPRESSIONS 基本句型表达

1) Do you have any work experience in this field?

你有这个行业的工作经验吗?

2) What kind of jobs have you had?

你做过哪些工作?

3) What's your responsibility at your present work unit?

现在这个单位你负责什么工作?

4) I am responsible for product distribution.

我负责产品销售。

5) I have 4 years experience in staff management.

我有四年管理员工的经验。

6) I have experience as a receptionist.

我做过接待员。

7) What have you learned from the jobs you have had?

你从过去的工作中学到了什么?

8) Would you like to tell me something about your outstanding achievements?

谈谈你的工作业绩好吗?

9) How would you evaluate the company you are with?

你将如何评价你现在的公司?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Do you have any work experience in this field?

A: Yes. After my graduation from university, I worked as a Customer Service Coordinator in a

foreign representative office, and then I transferred to a joint venture as a Market Development Manager. So I am familiar with the market in China.

I: What have you learned from the jobs you have had?

A: I learned to be patient when dealing with customers' complaints and try my best to solve them. In addition, I learned at my previous jobs how to cooperate with my colleagues.

I: Does your current employer know you are looking for another job?

A: No, I haven't discussed my leaving plans with my current employer, but I am sure he will release me.

I: What is your impression of your present company?

A: Very good.

I: What would your current colleague say about you?

A: They would say I'm a dependable and hard worker.

I: 你有这个行业的工作经验吗?

A: 有,在我大学毕业后,我就到一家外企代理处做了一名顾客服务协调员,之后我转到一家合资企业做市场发展部经理,所以我对中国市场非常熟悉。

I: 那你从以前的工作中学到了些什么?

A: 我学会了在处理客户的抱怨时要有耐心而且要尽力为他们解决困难。而且,我还学会了如何与同事共同合作。

I: 你现在的老板知道你在找另一份工作吗?

A: 不知道,我还没有和他讨论我要离职的计划,但我坚信他会让我走的。

I: 你对你现在这个公司印象如何?

A: 非常好。

I: 你现在的同事会如何评价你呢?

A: 他们会说我是一个值得信赖并且工作刻苦的人。

Dialogue 2

I: What kind of jobs have you had?

A: I have been a Production Manager.

I: How many years have you worked as a Production Manager?

A: 3 years.

I: Would you like to tell me something about your outstanding achievements?

A: I had introduced an advanced product line, which increased the output and lessened the cost.

I: Wonderful. Then how many employers have you worked for?

A: Frankly speaking, three. If your company employs me, it will be my fourth.

I: Then have you received any award at your present company?

A: Yes. I was awarded the title of advanced Worker last year.

I: How would you evaluate the company you are with?

A: Although I could not say that everything is perfect there, I still very much appreciate what the company has given me, especial many chances.

I: How would your colleagues evaluate you?

A: They would say I am a responsible friend and a capable colleague.

I: Can you get recommendations from your present employers?

A: Yes, I have brought them with me. Here they are.

- I: Do you have any questions?
- A: I think that you have covered all the important points already. But if I have any questions later I will contact you.
- I: 你都做过什么工作?
- A: 我做过生产经理。
- I: 你做了几年的生产经理?
- A: 三年。
- I: 能给我谈谈你的突出业绩吗?
- A: 我曾经引进了一条先进的生产线, 产量得到了提高, 而且成本也降了下来。
- I: 非常不错, 那你为几个雇主工作过?
- A: 坦白地说, 三个。如果我被贵公司录取, 这将是我的第四份工作。
- I: 那你在目前这个公司获得过什么奖励吗?
- A: 有, 去年我获得了“先进工作者”的称号。
- I: 你将如何评价你现在的公司?
- A: 虽然我不能说它尽善尽美, 但我仍然非常感谢它给了我很多, 尤其是许多机会。
- I: 你的同事会如何评价你呢?
- A: 他们会说我是一个值得信赖的朋友和很有能力的同事。
- I: 你目前这个雇主能给你写推荐信吗?
- A: 可以, 我已经把它带来了, 给你。
- I: 你有什么问题要问吗?
- A: 我想你已经把所有重点都提到了, 不过如果以后我有什么问题, 我会与你联系的。

coordinator 协调员 representative office 代表处, 代理处
 joint venture 合资企业 cooperate 合作, 协作
 colleague 同事, 同僚 dependable 可靠的
 outstanding 突出的, 显著的 introduce 引进, 传入, 介绍
 prize 奖励 evaluate 评价
 perfect 完美的 capable 能干的, 有能力的
 appreciate 感激 recommendation 推荐(信), 介绍(信)

谈论工作经验是表现自己是该职位合适人选的良机, 可以运用事例说明自己的工作经验和成就, 如曾经一手成立了新部门、新系统、找到新客户等。不过, 切记答案要言简意赅, 不要长篇大论。至于没有或工作经验很少的毕业生, 可将一些在学校生活学到的东西联系到申请的工作上。例如, 上学时曾经当过学生会主席便可以用实例证明自己有领导才能。

询问工作经验的句型还有:

- 1) Please tell me about your working experience. 能告诉我你的工作经验吗?
- 2) Have you ever been employed? 你被雇佣过吗?
- 3) What kind of job are you doing now? 你现在做什么工作?
- 1) Do you have any work experience in this field?
 work history
 occupational history
 specific experience

3) What are your short-term goals?

你的近期目标是什么？

4) What is your long-range objective?

你的长远目标是什么？

5) Where do you want to be 5 years from now in your career?

五年内你的事业想达到什么水平？

6) How long would you stay with us?

你能在我们这里呆多长时间？

7) That obviously depends on how things go - whether I'm suited to the firm and the firm to me.

这显然要依事情的发展而定，得看我和公司之间是否互相适合。

8) How long I will stay with the company depends on whether the company and I are satisfied with each other.

我在贵公司会留多久完全依公司和我是否互相满意而定。

9) What do you think of this industry's outlook in five years?

你认为五年内这个行业的发展状况如何？

10) I do believe this industry will be developed rapidly in 5 years time.

我坚信五年内这个行业会飞速发展。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Are you a goal-oriented person?

A: Yes, I am. I always make a plan before I do anything.

I: Where do you want to be in 5 years?

A: I don't want to have a specific title. I just want to enjoy what I am doing.

I: That sounds very reasonable.

A: It's the most important thing to me.

I: If you are hired, how long do you plan to stay with us?

A: That obviously depends on how things go -- whether I'm suited to the firm and the firm to me.

I: Tell me about some of your recent goals and what you do to achieve them.

A: I want to put my knowledge and experience to use in a challenging position. In order to achieve this goal, I just want to work step by step.

I: What is your long-range objective?

A: I haven't thought it over at all.

I: What do you think is the most important thing when looking for a job?

- A: I think the most important thing is the interest in the job.
- I: 你是一个有明确目标的人吗?
- A: 是的, 我是, 在做每件事之前我都做一个计划。
- I: 你在五年内希望做到什么位置?
- A: 我并不想要什么特别的头衔, 我只想做我喜欢做的事情。
- I: 听起来非常有道理。
- A: 这对我来说是最重要的。
- I: 如果你被录用, 计划在我们公司干多久?
- A: 这当然依事情的发展而定, 得看我和公司之间是否互相适合。
- I: 能说说你的近期目标以及如何去实现它吗?
- A: 我想把我的知识和经验运用到一个具有挑战性的工作中, 为了达到这个目标, 我只想一步一步地踏实工作。
- I: 你的长远目标是什么?
- A: 我还没有认真考虑过。
- I: 在找工作时, 你认为什么最重要?
- A: 我认为是对工作的兴趣。

Dialogue 2

- I: Could you project what you would like to be doing five years from now?
- A: As I have some administrative experience from my last job, I may use my organizational and planning skills in the future.
- I: How do you plan to accomplish this?
- A: By doing everything necessary and for further study.
- I: How long would you like to stay with this company?
- A: How long I will stay with the company depends on whether the company and I are satisfied with each other.
- I: What do you think of this industry's outlook in five years?
- A: I do believe this industry will be developed rapidly in 5 years' time.
- I: 你能设想一下五年后你在做些什么吗?
- A: 因为我以前的工作积累了一些管理经验, 我希望将来能运用我的组织和计划才能。
- I: 你计划怎样来实现它呢?
- A: 做任何需要做的事情以及继续深入学习。
- I: 你打算在本公司干多长时间?
- A: 我在贵公司干多长时间决定于我和公司之间是否互相满意。
- I: 你认为五年内这个行业前景如何?
- A: 我相信在这五年中, 这个行业会迅猛发展的。

Dialogue 3

- I: How long do you plan to stay here?
- A: To speak frankly, it doesn't depend on me.
- I: How so?
- A: I really want to obtain a permanent job. I won't leave as long as I have opportunity to apply my knowledge and get on well with my superiors and colleagues.
- I: What are your future plans and what kind of expectations do you have of the company?

A: I know that generally it is possible to move from this position to a management position with two years' experience in the company and I would look forward to having the responsibility for training and supervising new members of staff.

I: What is your typical workday like at your present job?

A: I arrive at 8 o'clock every morning, and I make a list of things I must do that day.

I: What then?

A: Then I start work on my list.

I: 你打算在这里工作多久?

A: 坦白地说, 这不是我能决定的。

I: 为什么?

A: 我很想拥有一个固定的工作, 只要我有施展才能的机会, 而且能和上级、同事相处得好, 我就不会离开。

I: 你将来有什么计划? 你对公司有什么期望?

A: 我知道, 通常情况下在贵公司具有了两年的工作经验后是有可能从现在的职位升到管理的位置。我希望能承担培训和监督新员工的职责。

I: 你现在这份工作每天基本上都做些什么?

A: 我每天早上八点到, 然后把我当天要做的事情列出来。

I: 然后呢?

A: 然后我就按照列表工作。

goal-oriented 目标明确的 long-range 长期的

administrative 管理的 organizational 组织的

rapidly 迅速地 superior 上级

supervise 监督, 管理, 指导 typical 典型的

在回答 “How long will you stay with us?” 这个问题时, 特别要注意, 不要用明确的时间概念来回答 “我将在贵公司呆多久”。因为不管怎样回答, 都会招致主考官进一步询问 “为什么?” 所以最保险的回答方式就是 “How long I will stay with the company depends on whether the company and I are satisfied with each other.”

1) I think the most important thing is the interest

in the job. the opportunity of self-development

the opportunity of self-remoulding

我认为最重要的是我对这份工作的兴趣。

我认为最重要的是这份工作为我提供的自我发展的机会。

我认为最重要的是这份工作为我提供的自我完善的机会。

2) Could you project what you would like to be doing five years from now?

where you would like to be

where you want to be

你能设想一下五年后你会在做什么吗?

你能设想一下五年后你想做到哪一个层次吗?

你能设想一下五年后你想做到哪一个层次吗?

09.面试篇一薪金期望

薪金期望

关于待遇问题，合理地进行“自我报价”有以下讲究：

- 1.分析市场行情价格，可从亲朋好友那里或职业中介机构获取信息。
- 2.分析市场需求状况，了解目前就业市场对这类人才是供不应求还是供过于求。
- 3.个人的经验和能力将是薪酬定位的决定性因素。
- 4.分析用人单位的特点，包括福利保障制度和个人发展空间。

BASIC EXPRESSIONS 基本句型表达

1) What are your salary expectations?

你期望的薪水是多少？

2) I expect to be paid according to my abilities.

我希望能根据我的能力支付薪资。

3) With my experience, I'd like to start at RMB 4000 per month.

以我的经验，我希望起薪是每月 4000 元人民币。

4) What is your salary now?

你现在的薪水是多少？

5) What's your expected salary?

你期望的薪水是多少？

6) How long is my probation?

我的试用期多长？

7) I think salary is closely related to the responsibilities of the job.

我觉得工资是与工作的责任紧密相关的。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What is your salary at present?

A: My present pay is 100,000 Yuan per year.

I: What are your salary expectations now?

A: I like to be paid more than that. Hopefully, 120,000Yuan per year.

I: That's a little more than we had planned.

A: I think you'll find I'm worth that.

I: I can only offer you 110,000Yuan a year. Raises will be given after a three-month probation according to your performance. Is that satisfactory?

A: Yes, it is quite reasonable.

I: 你现在的薪水是多少?

A: 每年 10 万元。

I: 你现在期望的薪水是多少?

A: 我希望能比原来的多些, 希望是每年 12 万元。

I: 这比我们原来计划的多一些。

A: 我想你们会发现我是值得拿那个薪水的。

I: 我们只能每年支付你 11 万元, 三个月的试用期后根据你的表现我们会为你加薪的, 这样你满意吗?

A: 我很满意。

Dialogue 2

I: What's your expected salary?

A: I expect to be paid according to my abilities.

I: How do you feel about an annual salary of 100,000Yuan plus bonus.

A: That's a little less than I expected. But to me, the most important thing is the job and the people I will work with. Moreover, I am sure I will get a raise quickly depending on my background and experience.

I: That sounds very reasonable.

A: By the way, how long is my probation?

I: Generally it is 6 months and during this period you are half-paid.

I: 你希望的薪酬是多少?

A: 我希望根据我的能力支付薪酬。

I: 你认为每年 10 万元外加奖金如何?

A: 这比我期望的少一些, 但对我来说, 最重要的是这个工作以及将和我一起工作的人。而且, 凭借我的背景和经验, 我很快就能得到加薪的。

I: 这样听起来很合理。

A: 顺便问一下, 我的试用期多长?

I: 一般来说是 6 个月, 这段期间你只能拿到工资的一半。

Dialogue 3

I: How much do you expect to earn?

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

I: If you are hired, you are in charge of the design of toys that can meet the needs of the American market.

A: I know it is a crucial position, but I can do it well. So I'm asking for 200,000Yuan a year as a starting salary.

I: Ok.

I: 你希望挣多少钱?

A: 我觉得工资是与工作的责任紧密相关的, 我们能不能先谈我在贵公司需要承担的责任?

I: 如果你被录用, 你将负责满足美国市场要求的玩具设计工作。

A: 这是一个非常重要的职位, 但我能做好, 所以我要求一开始的年薪为 20 万元。

I: 好吧。

worth 值得的 probation 试用期

performance 表现 satisfactory 令人满意的
bonus 奖金, 红利 be in charge of 由……负责
crucial 重要的, 关键的 starting 开始的

常用的询问薪金要求的句型有:

- 1) What are your salary expectations?
- 2) What's your expected salary?

回答要有技巧, 这样才能掌握主动权。比如:

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

我希望贵公司对一个具有我这种经验和教育背景的人有一个标准的薪资。

- 2) I am sure you will make me a fair offer.

我相信你会给我一个公平的薪资。

- 1) What are your salary expectations?
income
pay

你期望的薪水是多少?

收入

报酬

- 2) With my experience, I'd like to start at RMB 4000 per month.
Because of
Based on

凭我的经验, 我希望开始时每个月能拿到 4000 元。

- 3) I think salary is closely related to the responsibilities of the job.
difficulty
importance

我认为薪水和工作的职责是密切相关的。

难易程度

重要程度

10.面试篇——面试结束

面试结束

退出面试时要和刚进来时一样彬彬有礼, 充满自信, 这样的表现将给你赢得一个精彩的退场, 为你的成功增添一份希望。

BASIC EXPRESSIONS 基本句型表达

1) Do you have any questions you want to ask?

你有问题要问吗?

2) When will I know your decision?

我何时能知道你们的决定?

3) How can we get in touch with you?

我们怎样才能和你取得联系呢?

4) I can be reached at my office during work hours and at home in the evening.

工作时间我在办公室, 晚上我在家, 你们都能找到我。

5) Thank you for your interest in our company.

谢谢你来参加我们公司的面试。

6) I'll look forward to hearing from you.

我期待着你的消息。

7) Well, that's all for the interview.

好了, 面试到此结束。

8) And do I need the second interview?

我还需要第二次面试吗?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Do you have any questions you want to ask?

A: Yes, I'd like to know if there would be any future opportunities for specific training.

I: If necessary there will be. Any other questions?

A: When will I know your decision?

I: We'll give you our decision in a few days. How can we get in touch with you?

A: I can be reached at my office during work hours and at home in the evening. My office phone number and home phone number are in my resume.

I: Thank you for your interest in our company.

A: Thank you, sir. I expect to hear from you as soon as possible.

I: Would you please let the next applicant come in on your way out?

A: All right. Goodbye.

I: 你有什么问题要问吗?

A: 有, 我想知道贵公司将来是否提供特殊培训的机会。

I: 如果需要的话, 会有的, 还有问题吗?

A: 我何时能知道最终结果呢?

- I: 我们会在几天内通知你我们的最终决定，我们怎样才能和你取得联系呢？
A: 工作时间我在办公室，晚上我在家，你们都能找到我。我办公室和家里的电话号码都在我的简历里。
I: 非常感谢你来我们公司面试。
A: 谢谢你，先生。我期待着能尽快得到您的消息。
I: 你出去的时候能通知下一个应聘者进来吗？
A: 好的，再见。

Dialogue 2

- I: Well, that's all for the interview. Thank you for your interest in this job.
A: You are welcome. Thank you for taking time out of your busy schedule to interview me.
I: May I call you about our final decision?
A: Yes, please. My telephone number is 2974-5328, and you can call me at any time in the daytime.
I: We will get in touch with you by the end of next week.
A: Great. I will look forward to hearing from you. And do I need the second interview?
I: We'll notify you if necessary. Goodbye.
A: Goodbye.
I: 好了，面试到此结束，非常感谢你来面试这份工作。
A: 不用谢。也非常感谢你在百忙中抽出时间来面试我。
I: 我可以打电话通知你我们的最终决定吗？
A: 当然可以了。我的电话号码是：2974-5328，白天任何时候都可以打电话给我。
I: 我们会在下周末之前联系你的。
A: 好的，我期待着你的消息。那我还需要第二次面试吗？
I: 如果有必要我们会通知你的，再见。
A: 再见。

get in touch with 和……取得联系 reach 触及，联系
schedule 日程安排表，时刻表 take 需要，花费，占用
notify 通知 hear from 收到……的消息

招聘者往往会以以下这些话语结束面试：

I'm grateful for your concern about the job at our company.

我很感激你对我们公司这项工作的关注。

Thank you for your concern about our recruitment, We shall inform you as soon as we have made our decision.

谢谢你对我们招聘工作的关心。我们一做出决定就会立即通知你。

We have known something about you. You know, we have to interview several applicants before we make our final decision.

你的情况我们已经了解了。你知道，在做出最后决定之前我们还要面试几位申请人。

面试结束时，应聘者应该礼貌告退。这时无论你心中有多么渴望这份工作，切记不要说 “I really want this job. When can I contact you about your decision? Please consider it seriously.” 之

类的话，这样只会造成对方的反感。通常典型的面试结束用语是：

I look forward to hearing from you.

Thank you for your time.

1) How can we get in touch with you?

reach

contact

notify

我们怎样才能和你取得联系呢？

联系到你呢

联系上你呢

通知你呢

2) We will notify you of our decision by mail.

telephone

email

我们会把我们的决定通过寄信告诉你的。

我们会打电话告诉你最终结果的。

我们会发电子邮件告知你最终结果的。

3) Thank you for your interest in our company.

interest in this job

time

非常感谢你对我们公司感兴趣。

谢谢你对这份工作有兴趣。

谢谢你的宝贵时间。

4) I hope to hear

from you as soon as

possible.

look forward to hearing

我希望能尽快听到你的消息。

11. 面试篇一表示谢意

表示谢意

面试过后可以写信或打电话向面试过你的人做礼貌性的道谢，一方面表示你的礼貌，另一方面也可以加深招聘者对你的印象。这时也可以强调你对这份工作的兴趣，还可以补充一些你在面试时遗漏的事实。

BASIC EXPRESSIONS 基本句型表达

1) Can I help you?

需要我帮忙吗?

2) May I speak to... ?

我可以和[a 奥稽](#)?

3) I am calling you to thank you for the interview yesterday.

我打电话是为了感谢你昨天为我安排的面试。

4) It's thoughtful of you to call me again.

你能再次打电话过来, 想得真周到。

5) I am just calling to say thanks for the interview.

我打电话是为上次的面试向您表示谢意。

6) We have narrowed it down to you and two other candidates.

我们已经把范围缩小到你和另外两个应聘者了。

7) Do you have any questions we didn't cover in the interview?

上次我们面试时有没有没有被提及到的问题要问?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Hello, BCD Company, can I help you?

A: Hello, may I speak to Mrs Smith?

I: This is Mrs Smith, may I have your name?

A: This is Sun, and I interviewed with you yesterday.

I: Hello, Mr. Sun.

A: I am calling to thank you for giving me the interview for the Sales Manager position yesterday.

I: You are welcome, Mr. Sun.

A: I really enjoyed meeting with you.

I: You certainly made a good impression on me, as well.

A: I am very interested in this position.

I: We'll be making the decision by the end of this week and we'll contact you as soon as possible.

A: Well, thank you for your time and consideration again.

I: You are welcome.

I: 你好, 这里是 BCD 公司, 您需要帮助吗?

A: 你好, 我可以和史密斯女士通话吗?

I: 我就是史密斯, 你叫什么?

A: 我是小孙, 昨天和你面试过。
I: 你好, 孙先生。
A: 昨天你给了我面试销售经理一职的机会, 我特意打电话向你表示感谢。
I: 不用客气, 孙先生。
A: 我非常高兴和您见面。
I: 你也给我留下了非常好的印象。
A: 我对这个职位非常感兴趣。
I: 我们会在本周末做出决定的, 到时我们会和你尽快取得联系的。
A: 好的, 再次感谢您的时间和考虑。
I: 不用客气。

Dialogue 2

A: Hello, this is Sunlin. May I speak to Mrs Smith?
I: This is Mrs Smith. Can I help you?
A: I am calling to say thank you for the interview yesterday.
I: You are welcome. I am very impressed by your capability.
A: Is there anything I should do?
I: No, nothing. It's thoughtful of you to call me again.
A: Thank you. Please call me at any time if you have any questions.
I: Ok, I will. Do you have any question?
A: No, thank you. Goodbye.
I: Goodbye.
A: 你好, 我是孙林。我可以和史密斯女士通话吗?
I: 我就是史密斯, 需要什么帮助吗?
A: 我是为昨天的面试向您表示谢意的。
I: 不用客气, 你的能力给我留下了深刻的印象。
A: 我还需要做些什么吗?
I: 不用, 你能再次打来电话, 已经想得很周到了。
A: 谢谢你, 如果你有什么问题, 请随时打电话给我。
I: 好的, 我会的。还有问题吗?
A: 没有了, 谢谢你, 再见。
I: 再见。

Dialogue 3

A: This is Sunlin. Is this Mrs Smith speaking?
I: Yes, what can I do for you?
A: I just want to call and say thank you for letting me interview yesterday.
I: You are welcome, Mr. Sun.
A: And I also want to know what the status is of the position.
I: Sorry, we haven't made the decision at all. But we should be making the decision by the end of this week. And we'll get in touch with you once we make it.
A: Do you have any questions we didn't cover in the interview?
I: No.
A: Thank you, I am looking forward to hearing from you. Bye-bye.

I: Thank you for the calling. Bye-bye.

A: 我是孙林，您是史密斯先生吗？

I: 是的，您有什么需要帮助的吗？

A: 我只是想打个电话对您昨天给予我面试机会表示感谢。

I: 孙先生，不用客气。

A: 我还想问一下目前这个职位的状况。

I: 不好意思，我们还没有做出决定。但我们会在周末之前做出决定的，到时我们一做出决定就通知你。

A: 您还有上次我们面试时没有提到的问题要问吗？

I: 没有了。

A: 谢谢，我等待着您的消息。再见。

I: 再见。

consideration 考虑 impress 给……极深的印象，使感动

capability 能力 thoughtful 考虑周到的，体贴人的

status 状况，情形，地位 cover 包括

电话或书面致谢时，切记要注意言辞，不要让招聘者认为你是在逼迫他马上做出决定，通常只要表示出自己的谢意以及期望就可以了。

常用的句型有：

I just want to call and say thank-you for the interview.

I am just calling to thank you for the interview.

1) I am very interested in this position.

hopeful for

eager for

我对这个职位非常感兴趣。

我非常希望能得到这个职位。

我渴望得到这份工作。

2) It's thoughtful of you to call me again.

attentive

considerate

你再次打电话给我，考虑得真周到。

3) Do you have any questions we didn't cover in the interview?

mention

touch upon

你还有我们面试中没有提到的问题吗？

4) Thank you for the call.

mail

interview

谢谢你 打电话给我。

谢谢你 寄信给我。

谢谢你给我面试。

12. 面试篇—询问结果

询问结果

如果面试后的一两周内都还没有得到通知,你也可以打电话去问问,这样自己做到心中有数,当然也可以写信或发 Email 去查问。本节主要讲述打电话询问面试结果。

BASIC EXPRESSIONS 基本句型表达

1) I am just calling to follow up on the status of the Sales Manager position.

我打电话只是想问一下销售经理这个职位的招聘情况。

2) We haven't made any decision yet.

我们还没有做任何决定。

3) Do you have any idea when you might arrive at a decision?

你知道你们什么时候会做出决定吗?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

A: Hi, may I speak to Mrs Smith, please?

I: This is Mrs Smith.

A: Mrs Smith, how do you do? This is Sunlin. I interviewed with you a few days ago.

I: Yes, Mr. Sun.

A: I am just calling to follow up on the status of the Sales Manager position.

I: We haven't made any decision yet. Although we do have a couple we are looking at including you.

A: I see. Well, I am very interested in this position. And if there is any additional information you need, please call me at any time.

I: I certainly will. Thank you for calling.

A: Thank you very much, too.

A: 你好,我可以和史密斯女士讲话吗?

I: 我就是史密斯。

A: 史密斯女士,你好,我是几天前和你面试过的孙林。

I: 是的,孙先生。

A: 我打电话只是想问一下销售经理这个职位的招聘状况。

I: 我们还没有做任何决定呢,但我们已有几个人选,其中包括你。

A: 我知道了。是这样,我对这个职位非常感兴趣。如果你还需要别的资料,请随时打电话

A: 我也非常感谢你。

A: Goodbye.

A: 再见。

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人事主管

- 2) If you have made a decision concerning the Sales Manager position,
about
with regard to

如果关于销售经理一职你已经作出了决定，……

- 3) Do you have any idea when you might arrive at a decision?
know

你知道你们大概什么时候会作出决定吗？

13.面试篇一谢绝职务

谢绝职务

由于某些原因，你可能不想接受这个职位，所以在接到被录用的通知时，一定要坦白告诉对方你的决定。谢绝职位时，可以诚恳地说出自己的想法，并要感谢对方录用自己。

BASIC EXPRESSIONS 基本句型表达

- 1) I'd like to tell you that you can come to work for us.

我想通知你你可以来我们公司工作了。

- 2) I am sorry but I just accepted another offer that I feel is more suitable to my needs.

很抱歉，我刚接受了一个我认为更符合我需要的工作。

- 3) I really appreciate your offer, but I must decline it.

非常感谢贵公司的录用，但我不得不拒绝这份工作。

- 4) Frankly speaking, I have been thinking that the position is not right for me after the interview.

坦白地说，面试后我一直认为这个职位不适合我。

- 5) I really think that position suits my education background better.

我真的觉得那个职位更适合我的教育背景。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Hello, is that Mr. Sun? This is Mrs Smith with ABC Corp.

A: Yes, this is Sunlin.

I: I'd like to tell you that you can come to work for us.
A: Oh, I am sorry, but I just accepted another offer that I feel is more suitable to my needs.
I: I see.
A: I really appreciate your offer, but I must decline it.
I: You are welcome. Please call us if you change your mind.
A: I will. Thank you.
I: 你好, 孙先生吗? 我是 ABC 公司的史密斯女士。
A: 是的, 我是孙林。
I: 我想告诉你你可以来我们公司工作了。
A: 哦, 很抱歉, 我刚刚接受了另一个我认为更符合我要求的工作。
I: 我知道了。
A: 非常感谢贵公司的录用, 但我不得不拒绝它。
I: 不用客气, 如果你改变了主意, 可以打电话给我们。
A: 我会的, 谢谢你。

Dialogue 2

I: Mr. Sun, this is Mrs Smith at ABC. I am calling to offer you the Sales Manager position. I am wondering if you are still interested in it.
A: Frankly speaking, I have been thinking that the position is not right for me.
I: Really, what changed your mind?
A: I think there is too much responsibility for me. I wonder if I can handle it.
I: I am sure you can.
A: But I have my doubts, and I don't want to accept a position that I don't think I will be happy in.
I: You are right.
A: But thank you for the offer. Good luck.

I: 孙先生, 我是 ABC 公司的史密斯女士。我打电话是想告诉你销售经理一职你已被录用了。我不知道你还有没有兴趣。
A: 坦白地说, 面试后我一直认为这个工作不适合我。
I: 是吗, 是什么让你改变了主意?
A: 我认为这份工作要承担的责任太多了, 我不知道能否应付得了。
I: 我相信你能应付的。
A: 但我怀疑我自己, 我不想接受一份自己感到不快乐的工作。
I: 你说得对。
A: 但还是非常感谢你的录用。祝你好运。

Dialogue 3

A: Hello, this is Sunlin, may I speak to Mrs. Smith?
I: Yes, this is Mrs Smith. Mr. Sun, have you received our letter?
A: Yes, Mrs Smith. I am just calling to thank you for your offer. But I am sorry to tell you I have accepted another position.
I: May I ask why?
A: I really think that position suits my educational background better. What's more, that

company will supply me with an apartment, you know I haven't my own house and I have to rent.

I: I see.

A: 你好，我是孙林，我可以和史密斯女士讲话吗？

I: 我就是史密斯。孙先生，你收到我们给你的信了吗？

A: 我收到了，我打电话就是感谢贵公司的录用，不过非常遗憾地告诉你，我已经接受了另一个职位。

I: 我可以问为什么吗？

A: 我觉得那个职位非常符合我的教育背景，而且那个公司会为我提供一套住房，我没有自己的房子，必须租房子住。

I: 我明白。

suitable 合适的，相配的 offer 提供

decline 拒绝 handle 处理

supply sb with sth 供应，提供 rent 租用

Your words should be professional and courteous [有礼貌的]. You may be turning down this position, but you might want to be considered for future opportunities. Savvy [悟性] job seekers use every possible chance to thank each person with whom you interviewed and wish them and their company continued success.

1) I just accepted another offer that I feel is more suitable to my needs.

more right for me

more interesting to me

我刚接受了另一份我觉得更能满足我需要的工作。
更适合我

更感兴趣

2) I don't want to accept a position that I don't think I will be happy in.

offers me too little salary

can't supply me with an apartment

我不想接受一份我觉得不会让我快乐的工作。
一份薪水太少
不能为我提供住房

14. 体验篇—应聘实验室助理

应聘实验室助理

作为实验室助理需要做的工作包括很多项，其中有：

1. Coordinates the activities of student workers.
2. Performs standard laboratory procedures.
3. Compiles data and assists in routine preliminary analyses.
4. Performs clerical tasks such as filing, typing, labeling and billing.

SS BASIC EXPRESSIONS 基本句型表达

1) When I saw the advertisement, I thought it would really suit me.

当我看到广告时，我想这个职位非常适合我。

2) Can you tell me why you replied to our advertisement?

你能告诉我为什么你回复了我们的广告吗？

3) Do you know exactly what you would be doing as a laboratory assistant?

那你知道作为一个实验室助理具体做些什么吗？

4) What sort of student do you regard yourself as?

你认为你是哪种类型的学生？

5) Thank you. When will I know if I am successful?

谢谢你。我什么时候能知道我是否被录用了？

CONVERSATION 会话

(A=Applicant I=Interviewer)

I: Good morning, my name is Martin. You have applied for the Laboratory Assistant's position, right?

A: Yes. When I saw the advertisement I thought it would really suit me.

I: Can you tell me why you replied to our advertisement?

A: I think that I'd be really good at this kind of work. In fact I learn so fast that I'd be looking for promotion very shortly.

I: Do you know exactly what you would be doing as a Laboratory Assistant?

A: A laboratory assistant helps to maintain scientific equipment, keep a check on the supplies in the store, and prepare the chemicals for experiments.

I: What sort of student do you regard yourself as? Did you enjoy studying while you were at school?

A: I suppose I'm a reasonable student. I passed all my tests and enjoyed studying subjects that interested me.

I: What were your favorite subjects at school?

A: Maths and chemistry were my favorite subjects at school. I also enjoyed history.

I: Do you have any plans for further study?

A: Well, I have thought about doing the part-time Chemistry Certificate course at Technical College. I think I would really benefit from doing that.

I: Have you ever had a job before?

A: Yes. I have worked part-time at a take away food store-the one just round the corner.

I: We have a lot of other applicants for this position. Why do you think that you deserve to get the job?

A: Well, I have found out a lot about this type of work and my research suggests that I would be quite capable of doing the work involved. I also think that I would be able to handle any training

course reasonably well.

I: I think I have asked you everything I wanted to. Thank you for coming along to the interview.

A: Thank you. When will I know if I am successful?

I: We'll be in touch with you by telephone or by mail within a week. Well. Goodbye.

A: Goodbye.

I: 早上好，我叫马丁，你申请了实验室助理这个职位，对吧？

A: 是的。当我看到广告时，我想这个职位非常适合我。

I: 你能告诉我为什么你回应了我们的广告吗？

A: 我想我非常擅长这种工作，事实上，我学得很快，我会在短时间内得到提升。

I: 那你知道作为一个实验室助理具体做些什么吗？

A: 实验室助理就是要维护科研设备，经常检查库房的供应以及为化学实验做准备工作。

I: 你认为你自己是哪种类型的学生？你在学校时喜欢学习吗？

A: 我想我是一个挺好的学生，我通过了所有的考试，而且喜欢学习我感兴趣的课程。

I: 你上学时最喜欢什么课程？

A: 数学和化学是我上学时最喜欢的，我对历史也非常感兴趣。

I: 你有继续学习深造的打算吗？

A: 哦，我想业余时间和技术学院上化学认证课程，我想这肯定对我有好处。

I: 你以前工作过吗？

A: 是的，我在一个食品店做过兼职外卖，就是拐角处那家。

I: 申请这个职位的人很多，你为什么认为你该得到这份工作？

A: 是这样的，我对这种工作很了解，我发现自己非常适合做这种工作，而且我也认为自己能把培训课程学得非常好。

I: 我的问题问完了。谢谢你来面试。

A: 谢谢你。我什么时候能知道我是否被录用了？

I: 我们会在一周内打电话或者写信联系你的。那好，再见。

A: 再见。

promotion 提升 equipment 设备

reasonable 尚好的，过得去的 experiment 实验，试验

deserve 值得 take away 带走

certificate 认证 training course 培训课程

在面试时，要说明自己的特长，比如 I am a fast learner. I can type 120 words per minute. 这样即使自己某些方面不是很优秀，也能得到招聘者的认可。

1) Can you tell me why you replied to our advertisement?

responded to

answered

你能告诉我为什么你答复了我们的广告吗？

2) Do you know exactly what you would be doing as a laboratory assistant?

what your duties would be

what your responsibilities would be

作为实验室助理，你知道具体要做些什么吗？

作为实验室助理，你知道你的具体工作职责吗？

作为实验室助理，你知道你的具体工作职责吗？

3) When will I know if I am successful?

am hired

got the job

我何时能知道我是否成功了？

我何时能知道我是否被聘用了？

我何时能知道我是否被聘用了？

15. 体验篇一应聘律师助理

应聘律师助理

律师助理主要在一些法律事务所或政府法律机构工作。一些律师助理主要从事公证工作，还有一些是从事商标注册代理工作。

律师助理的工作职责包括：整理及保管法律文件、研究法律文件中的某些细节、为社会提供各项有偿法律服务并对外办理法律公证事务。

BASIC EXPRESSIONS 基本句型表达

1) I have been working as a paralegal for the last 10 months through an agency that specializes in the legal field.

过去的十个月，我一直在一家法律专业代理处做律师专职助理。

2) I was commended on my ability to take information and break it down into usable facts.

我具有获取信息并能把它们转变成可用事实的能力，这一点受到了人们的称赞。

3) I am looking for a position where my research and writing skills can be used.

我希望能找到一份能发挥我调查和写作技能的工作。

4) Flexibility would certainly rank high in this type of job.

在这类工作中，灵活性当然应该排在第一位。

5) I made sure each of them felt like his or her project was important on my agenda.

我使他们每个人都确信在我的日程工作事项中他（她）的项目是重要的。

6) It was very rewarding to have put so much effort into a project and see the really great results.

在这个项目上付出这么大的努力，并能得到这么好的结果，是很值得的。

7) My boss was impressed with the work I had done.

老板对我所做的工作非常满意。

8) I did have an issue with someone who was getting on my nerves.

我确实和一个让我心烦的人有过争端。

9) My biggest satisfaction is when I experience growth in a job.

我最大的满足感就是当我体验工作中的成长的时候。

10) I put a lot of effort into my education as a paralegal and take it seriously.

我学律师助理时很努力，并且我非常认真地对待它。

CONVERSATION 会话

(A=Applicant I=Interviewer)

I: Let's begin by having you tell me about yourself and your background.

A: I have been working as a paralegal for the last 10 months through an agency that specializes in the legal field. My experience has been supporting attorneys in the field of labor law, where I have been able to apply my paralegal education. I was commended on my ability to take information and break it down into usable facts. I really love research and analyzing facts. My major in college was English, and as a result, my writing skills are my major strength. I am looking for a position where my research and writing skills can be used.

I: What do you think are the key qualities needed to succeed in the paralegal profession?

A: Flexibility would certainly rank high in this type of job. In my last position, I supported four lawyers, and it was not unusual for them all to give me high-priority items to do in the same day or week. There were days when I had to stop and prioritize my work just to get a handle on everything. I would discuss the urgency of their work with each of them so I didn't drop the ball. At the same time, I made sure each of them felt like his or her project was important on my agenda. I think communication is probably the next key quality. It really worked well when I talked with each of them, explained my situation, and got their input.

I: Can you give me an example of a time when you had to work above and beyond your job description?

A: There was a very important project that had to be researched and completed by the end of the week. Even though I worked extra hours every night for almost two weeks, my boss and I stayed until 2 a.m. for two nights before the final wrap up. It was very rewarding to have put so much effort into a project and see the really great results. My boss gave me a bonus for my extra effort.

I: Tell me about a time when you had to research a case and encountered some obstacles you had to overcome.

A: I remember a case that was filled with obstacles. The first thing I did was research through documents and past cases that had similar circumstances. I assembled the facts and then tried to put them together and analyze the next step. I was able to get some input from another lawyer I happened to see at lunch. Through some hard work and fact digging, I was able to find a way to overcome most of the obstacles. I took my findings to my boss and made some recommendations, which she and I discussed and eventually resolved. My boss was impressed with the work I had

done.

I: What are your strengths and weaknesses?

A: My strengths are my caring about getting the job done. I am very results-driven and have been able to meet all my deadlines in past jobs. As far as weaknesses, I really enjoy my work, and sometimes I put in too much time. But I am aware of my tendency to overwork and have learned to pace myself more.

I: Tell me about a time when you had a confrontation with a coworker or boss.

A: I did have an issue with someone who was getting on my nerves. I asked her if I could talk with her one day, and we had a good discussion. It turned out she was not aware of the impact of her actions and that she really needed an explanation of the procedure. I took the time to explain the procedures, and there haven't been any problems since that day.

I: When do you find a job satisfying?

A: My biggest satisfaction is when I experience growth in a job. When I first started as a paralegal, I had a lot to learn. But through hard work, advice from some good mentors and continuing education, I have come a long way. I have learned to be flexible when possible and to deal with difficult people in a positive manner.

I: How would your coworkers describe you?

A: First, they'd say I have a lot of energy and enthusiasm. I really enjoy working with people. Secondly, they'd say I had great customer service skills. I put the customer first. And thirdly, they'd say that I know the law. I put a lot of effort into my education as a paralegal and take it seriously.

I: Do you have any questions?

A: Yes, I do. On a scale of one to 10, what would you say morale was in this company?

I: 讲讲你自己和你的背景，我们开始面试吧。

A: 过去的十个月，我一直在一家法律专业代理处做律师专职助理。我的工作就是在劳动法领域为法律事务代理人提供帮助，这样我就可以应用所学到的律师助理方面的知识于工作中。我具有获取信息并能把它们转变成可用事实的能力，这一点受到了人们的称赞，而且我喜欢调查和分析事实。我大学时的专业是英语，所以写作技能是我的专业特长。我希望找一份能发挥我调查和写作技能的工作。

I: 你认为作为一名律师助理，取得成功的关键品质是什么？

A: 在这类工作中，灵活性当然排第一位。我的前一份工作就是帮助四位律师，他们经常会在同一天或者同一个星期各自给我同样重要的工作去做。有时候，我必须把我的工作分出优先级，以便把每一份工作都做好。我会和他们每一个人商量一下工作的紧要程度，这样我就不会误事。同时我使他们每个人都确信在我的日程当中他（她）的工作是重要的。我认为第二重要的品质就是沟通能力。每次我和他们讨论问题时，这一点都很有帮助。我把我的处境说给他们听，听取他们的意见。

I: 你能给我举一个你必须加班而且超出你的工作范围的例子吗？

A: 曾经有一个非常重要的项目必须在周末之前调查清楚并完成。尽管我每晚加班都快两周了，有两个晚上我和老板还是工作到凌晨两点，直到完成。在一个项目上付出很大努力并能得到这么好的结果，是很值得的。对我的额外工作，老板嘉奖了我。

I: 讲讲你某一次为了调查一个案例，遇到了许多困难，但你必须克服这些困难的经历。

A: 我记得有一个案例遇到了很多障碍。我首先要做的就是调查清楚所有文档以及过去类似情形的案例，我将所有证据都收集起来，放在一起，等着下一步进行分析。碰巧在吃午饭时我遇到另一位律师，从他那里获得了一些信息。经过刻苦工作和对事实依据进行挖掘，我找

到了一条能克服大部分困难的途径。我把我的发现告诉了老板，并提出了一些建议，最后经过讨论，困难都解决了。老板对我所做的工作非常满意。

I: 你有哪些优点和缺点?

A: 我的优点就是一定要把工作完成。我是一个不达目的誓不罢休的人，而且在过去我总能完成我所做的工作。就我的缺点而言，我真的非常喜欢我的工作，有时在上面投入了太多的时间。但我已意识到了这一点，懂得适当调节自己。

I: 告诉我你有没有和同事或者老板发生过冲突?

A: 我确实和一个让我心烦的人有过争端。我问她哪天能不能跟她谈谈，我们就好好地讨论了一番。但她并没有意识到其所作所为的影响，也没有意识到她需要别人给她解释一下工作。最后我花时间给她解释了一下工作流程，从那以后就再也没有出现过什么问题。

I: 你什么时候觉得工作令你最满意?

A: 我最大的满足感就是当我体验工作中的成长的时候。我开始做律师助理时，有很多东西要学。但是经过我的刻苦工作，从良师益友那里得到一些建议以及深入学习，我已经懂得了很多。我学会了尽可能灵活些，以积极的态度和难以相处的人打交道。

I: 你的同事怎样评价你呢?

A: 首先，他们会说我是一个充满活力和热情的人，因为我非常喜欢和人一起工作。其次，他们会说我非常懂得客户服务技巧。我把客户放在第一位。第三点就是他们会说我懂法律，我读律师助理时付出了很多努力，并且我非常认真地对待它。

I: 你有什么问题要问吗?

A: 有，以十分来计，你认为贵公司员工的士气如何?

paralegal 律师助理 agency 代理

attorney 律师 commend 表扬，称赞

rank 等级，排列 input 意见

prioritize 把...排在前 agenda 日常工作事项

drop the ball 失败 rewarding 值得的

obstacle 困难，障碍 get on one's nerve 使发怒

morale 士气，道德，品行 tendency 趋势

律师助理应该具有律师资格证书，有一定的工作经验和独立办案的能力，并具备律师执业证。

The ability to take information and break it down into usable facts is very important.

具有获取信息并能把它们转变成可用事实的能力是很重要的。

1) My experience has been supporting attorneys in the field of labor law.

civil law

commercial law

criminal law

我的工作经历就是我一直帮助 劳动法 方面的律师。

民法

商法

刑法

2) I am looking for a position where my research and writing skills can be used.

applied

utilized

我想找一份能运用我的研究和写作才能的工作。

3) Flexibility would certainly rank high in this type of job.

be primary
be first
be number one

这类工作中灵活性当然是 很重要的。

主要的
排第一位
排首位

4) My boss was impressed with the work I had done.

pleased with
satisfied with

我老板对我的工作 印象非常深刻。

很满意
很满意

5) I did have an issue with someone who was getting on my nerves.

a conflict
a disagreement
a dissension

我确实和一个令我恼怒的人 有过争议。

发生过冲突
有过争吵
有过意见不合

6) I put a lot of effort into my education as a paralegal and take it seriously.

make great efforts
put a lot of work

作为一个律师助理，我在学习上付出了巨大的努力，并很认真地来对待它。

16. 体验篇—应聘秘书

应聘秘书

秘书的应聘和其它职业不同，秘书职业需要你有专业技能，与人打交道灵活大方又不失庄重礼貌。如果你在初次见面时，给对方以良好的印象，得体地展示自己的才能，那你成功的可能性就大一些。

BASIC EXPRESSIONS 基本句型表达

1) Is he available now?

他现在有时间吗?

2) I started the job as a junior secretary.

刚开始这份工作时,我是初级秘书。

3) Then what's the reason that promoted you to leave Southeast Company?

那是什么原因促使你离开东南公司呢?

4) Your company is the leading dealer in the import and export of cosmetics.

贵公司在化妆品进出口方面是最主要的经销商。

5) They'd also say I am a cheerful person to work with I don't bring my problems to work.

他们也会说和我一起工作很愉快——我从不把我的麻烦带到工作中。

6) I thrive on challenge and work well in high-stress environments.

我能应付挑战,而且在高压力的环境中也能工作非常出色。

7) What specific duties would I perform if I am hired?

如果我被录用,我的具体职责是什么?

8) Our company is an international trade-oriented company.

我们公司是面向国际贸易的公司。

9) I really need more information about the job before we start to discuss salary.

在讨论薪水前,我需要更多了解这份工作。

10) Maybe you could tell me what is budgeted for the position.

或者你可以告诉我这个职位的预算报酬是多少。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

R: Good morning, madam. Can I help you?

A: Good morning. I am Sunfang. Yesterday Mr. Smith told me to come for a job interview this morning. Is he available now?

R: Yes, he is waiting for you in Room 123.

A: Thank you very much.

(Sunfang is knocking at the door.)

A: May I come in?

I: Come in, please.

A: Good morning, Mr. Smith. I am Sunfang coming for an interview.

I: Nice to see you. Take a seat, please.

A: Thank you.

I: We have been looking over your application. I see you have got several years' experience in secretarial work. What kind of work did you do in your previous job?

A: I mainly did typing, filing, answering telephone calls and such routine work in the beginning. I started the job as a junior secretary, but within the year I was promoted to senior secretary of Southeast Company. I drafted business correspondence for the general manager.

I: Then what's the reason that promoted you to leave Southeast Company?

A: Last month the company moved to Guangzhou for further development. I was reluctant to relocate because I love Nanjing so much.

I: Tell me what you know about our company.

A: Your company is the leading dealer in the import and export of cosmetics. Also, you have a reputation for being a good company to work for and you are in last year's top 500 Employers list.

I: Tell me three positive qualities your coworkers would use to describe you and your work style.

A: First they'd say I am very punctual. They'd also say I am a cheerful person to work with. I don't bring my problems to work. I try to have a positive attitude about work. And thirdly, they'd say I am flexible. I accept change easily.

I: Tell me something about your education.

A: I graduated from Yangzhou Junior College. Now I am attending evening classes in Nanjing Radio & TV University three times a week. My major is International Trade. I have already passed over half of the compulsory courses and five optional courses, and expect to receive a B.A. degree next year.

I: I see you are an ambitious young lady. I wish you can make greater progress in the future.

R: 早上好，夫人，需要我帮忙吗？

A: 早上好，我叫孙芳。昨天史密斯先生通知我今天早上来面试，他现在有时间吗？

R: 有，他正在 123 房间等你。

A: 非常感谢你。

(孙芳敲门。)

A: 我可以进来吗？

I: 请进。

A: 早上好，史密斯先生。我是孙芳，来面试的。

I: 很高兴见到你。请坐。

A: 谢谢。

I: 我们已经仔细看过你的申请表了，我知道你已经有几年的文秘工作经验。你以前的工作具体做什么？

A: 开始主要是打字、文件归档、回电话等日常工作。刚开始工作时我是初级秘书，不过在一年内我被东南公司提升为高级秘书。我为总经理起草商业信件。

I: 那什么原因促使你离开东南公司呢？

A: 上个月公司搬到了广州去发展。我很喜欢南京，不想重新安家。

I: 能说说你对我们公司的了解吗？

A: 贵公司在化妆品进出口方面是最主要的经销商，而且你们公司名声很好，值得为其工作，还有你们公司上了最佳 500 名雇主的名单。

I: 说说你的同事评价你的为人以及工作方式的三个积极方面。

A: 首先他们会说我是一个非常守时的人。他们也会说和我一起工作很愉快——我从不把个

人的麻烦带到工作中。我努力以积极的态度来工作。第三，我为人很灵活——我很容易接受变化。

I: 说说你所受的教育吧。

A: 我毕业于扬州专科学校，现在正在上南京广播电视大学的夜校，每周去三次，我学的专业是国际贸易。我已经通过了一半必修课和 5 门选修课，有望明年拿到文学学士学位。

I: 看得出你很有雄心，祝愿你在将来取得更大的进步。

Dialogue 2

I: Tell me about yourself and your past experience.

A: I have worked as an executive secretary for 5 years, first for trading companies, and now I am working for a trust company. I interact well with peers, clients, administrators and bosses. I thrive on challenge and work well in high-stress environments.

I: How are your typing and shorthand skills?

A: I can type 100 Chinese words a minute and take dictation in English at 150 words a minute.

I: Can you operate computers skillfully?

A: Yes, I can. I have received some special training in computers. Besides I am good at operating common office machines, such as fax machines and duplicating machines.

I: Sometimes we are very busy and need to work overtime. How do you feel about that?

A: That's all right. But could you tell me how often and how many hours I should work overtime?

I: It just depends. If we have important visiting delegations, you have to stay with us. It's not unusual.

A: Mr. Smith, I'd like to ask you a question.

I: OK, please.

A: What specific duties would I perform if I am hired?

I: Nothing different from a secretary's common responsibilities. However, you know, our company is an international trade-oriented company, can you handle English papers and write English correspondence?

A: Yes. I specialized in English secretary studies at college and that's one of the main parts of my present job.

I: What are your salary expectations?

A: I really need more information about the job before we start to discuss salary. Maybe you could tell me what is budgeted for the position.

I: The starting monthly salary would be ¥2,000, with rises after the half year according to your competence.

A: I think it's acceptable and I really like the job. And when can I know the decision?

I: We'll inform you of our final decision by early July. Do you have any other questions?

A: No. Thank you for the time.

I: 说说你自己和你过去的经历吧。

A: 我已经做执行秘书五年了，开始是为一家贸易公司工作，现在是一家信托公司。我和同事、客户、行政管理员以及老板相处得非常好。我能应付挑战，而且在高压环境中也能工作很出色。

I: 你的打字和速记能力如何？

A: 我能一分钟打 100 个汉字，英语速记一分钟可达 150 个。

I: 你能熟练操作计算机吗?

A: 没问题, 我接受过计算机方面的特殊培训, 而且我还能熟练操作一般的办公设备, 比如传真机和复印机。

I: 有时候我们工作很忙, 需要加班, 你觉得如何?

A: 没关系, 你能告诉我加班的频率和时间长度吗?

I: 这得看情况。如果我们有重要的访问代表团, 你必须留在我们身边, 这种情况很正常。

A: 史密斯先生, 我想问你一个问题。

I: 好的, 请问吧。

A: 如果我被录用, 我的具体职责是什么?

I: 和普通的秘书没什么区别, 但我们是面向国际贸易的, 你能处理英文文件和写英文信件吗?

A: 可以, 我大学时专门学过英语文秘的课程, 而且这也是我目前工作中的主要部分之一。

I: 你期望多少薪水?

A: 在讨论薪水前, 我需要更多了解这份工作, 或者你可以告诉我这个职位的预算报酬是多少。

I: 起薪是每月 2000 元, 半年后会根据你的表现增加薪水。

A: 我觉得可以接受, 我真的喜欢这份工作。我什么时候能得知结果呢?

I: 我们会在 7 月初通知你我们的最终决定。你还有别的问题吗?

A: 没有了, 谢谢你的宝贵时间。

available 有空的, 可与之联系的 secretarial 秘书的 promote 提升, 提拔 junior 初级的 senior 高级的 draft 起草

reluctant 不情愿的 dealer 经销商 import 进口

export 出口 punctual 守时的 ambitious 有雄心的

shorthand 速记 dictation 听写 oriented 以...为目的的 duplicating machine 复印机

budget 预算 competence 能力

秘书一职主要涉及到的职责是打字、速记以及熟练掌握办公设备, 所以对各种办公设备的英文表达要正确掌握。主要有: 打印机 (printer)、复印机 (duplicating machine)、传真机 (fax machine)、计算机 (computer)、打字机 (typewriter)、幻灯机 (epidiascope)。秘书工作比较繁杂琐碎, 所以要把事情做得有条不紊和有效率, 在面试中要特别强调自己很有耐心 (patient)、细心 (careful)、灵活性 (flexible)。做秘书, 头脑要清, 手脚要勤; 点子要精, 办法要灵; 胸怀要宽, 待业要诚; 办事要公, 言行要慎; 形象要新, 近乎完美。

1) Is he available now?

他现在有空吗?

free

at liberty

2) Your company's the leading dealer in the import and export of cosmetics.

chemical products

electronic products

costume jewellery

贵公司在 化妆品进出口贸易 行业是最主要的经销商。

化工产品

电子产品

人造珠宝首饰物

3) I have worked as an executive secretary for 5 years.

a secretary to the manager

a senior secretary

a private secretary

我做过五年的 执行秘书。

经理秘书

高级秘书

私人秘书

4) What specific duties would I perform if I am hired?

would I be responsible for

would I be assigned

如果我被录用了，我的具体职责是什么？

5) Maybe you could tell me what is budgeted for the position.

prearranged

allocated

或许你可以告诉我这个职位的预算报酬是多少。

17. 体验篇—应聘空姐

应聘空姐

无论是到中国的国际航空公司还是国外的航空公司应聘，公司都要求空中小姐不仅有高挑的身材和甜美的长相，而且要具备优雅的气质，会讲一口流利的英语。口试内容主要分为中英文面试、中英广播词、航空状况题、时事题、个人问题等。每一家公司会有不同的考试流程，初复试的难易度也不同，要多方面收集资料，知己知彼，再配合临场应变能力、机智反应、适宜的装扮、优雅的谈吐及亲和力，这样面试才能得高分。

BASIC EXPRESSIONS 基本句型表达

1) What made you decide on this type of occupation?

什么原因使你决定投身这个行业呢？

2) I like travelling very much and I enjoy working with people.

我非常喜欢旅游，喜欢和人打交道。

3) The main responsibility of the stewardess is to make the passengers relaxed and happy during the flight.

主要的职责就是让乘客在飞行中能放松、快乐。

4) One of my best qualities is my friendliness and open-minded attitude.

我的优点之一就是待人非常友好、开朗。

5) I'm very tolerant of people and have been told that this is one of my strengths.

我待人宽容，别人都说这是我的优点。

6) What do you think is the chief characteristic for a stewardess?

你认为对空姐来说，主要应该具备的品质是什么？

7) I would give him or her basic first aid and ask my partner to call for assistance at the same time.

我会为他/她做基本的急救护理，同时让同伴寻求援助。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What made you decide on this type of occupation?

A: Oh, to tell you the truth, I love the sky. When I was a child, I imagined flying into the blue sky some day. Now, I think the day has come. My dream will come true. And I like travelling very much and I enjoy working with people.

I: Can you make yourself understood in English without too much difficulty?

A: Yes, I think I am quite fluent in English. I got the certificate of the Secondary English Training last month.

I: Do you know what the responsibilities are for a stewardess?

A: The main responsibility of the stewardess is to make the passengers relaxed and happy during the flight. And good service is also important.

I: Are you in good health?

A: I just had a complete physical examination and I am in top condition.

I: Have you had any nursing experience?

A: Yes, I have two years of nursing experience, and now I am working as a nurse in a hospital.

I: How tall are you? What about your eyesight?

A: My height is one meter and sixty-eight centimeters. I have never had any vision problems.

I: What would you say are your strengths and weaknesses?

A: One of my strengths is my friendliness and open-minded attitude and also I think I have a warm personality. But sometimes, I find it is hard to tell others when I don't like what they are doing.

I: If a passenger can't understand what you say, what should you do?

A: I'll try to speak in another language or I'll try my best to use gestures and draw pictures.

I: 什么原因使你决定投身这个行业呢？

A: 哦，说真的，我非常喜欢蓝天。小时候我就梦想自己有一天能飞上蓝天，现在我想这一天已经到了，我的梦想要实现了。而且我非常喜欢旅游，喜欢和人打交道。

I: 别人容易明白你说的英语吗？

A: 可以，我想我的英语很流利，上个月我拿到了中级英语培训证书。

I: 你认为对空姐来说，主要的职责是什么？

- A: 主要职责就是让乘客在飞行途中能放松、快乐，而且好的服务也是很重要。
- I: 你现在身体很好吧？
- A: 我刚做了一次全面的体检，身体状况很好。
- I: 你有护理经验吗？
- A: 有，我有两年的护理经验，现在我就在一家医院当护士。
- I: 你多高？你的视力如何？
- A: 我身高 168cm，视力没问题。
- I: 你认为你的优点和缺点是什么？
- A: 我优点之一就是待人非常友好、开朗，还有我的性格温和。但有时候，我发现很难告诉别人我不喜欢他们的所作所为。
- I: 如果有乘客听不懂你说的话，你该怎么办？
- A: 我会试着说另一种语言或者打手势、画图。

Dialogue 2

- I: Tell me about yourself and your past experience.
- A: For the past 3 years, I have been working in China East Airlines Corporation Limited. I'm very tolerant of people and have been told that this is one of my strengths. I feel I have a lot to offer as a team member.
- I: Why are you interested in this occupation?
- A: It's always been my dream to be a stewardess. And I like travelling to different places.
- I: What do you think is the chief characteristic for a stewardess?
- A: Well, a stewardess should be friendly, courteous, patient and treat passengers kindly and politely.
- I: Do you get angry easily?
- A: No, I know how to control my temper.
- I: If a passenger had a accident, what would you do?
- A: I would give him or her basic first aid and ask my partner to call for assistance at the same time.
- I: If you are hired, when can you start work?
- A: I can begin to work right away because I am out of work now.
- I: What are your salary expectations?
- A: I really need more information about the job before we start to discuss salary. I'd like to postpone that discussion until later. Maybe you could tell me what is budgeted for the position and how your commission structure works.
- I: 说说你自己和你过去的经历。
- A: 过去三年我一直在中国东方航空有限公司工作。我待人宽容，别人都说这是我的优点。我想作为团队一员，我能作出很多贡献。
- I: 你为什么对这个职业感兴趣？
- A: 成为一名空姐一直是我的梦想，而且我喜欢到各地旅游。
- I: 对空姐来说，你认为主要应该具备的品质是什么？
- A: 空姐应该待人友好、有礼貌、有耐心，对顾客和蔼、彬彬有礼。
- I: 你容易生气吗？
- A: 不，我知道怎样控制自己的脾气。
- I: 如果有乘客发生意外，你会怎么办？

A: 我会为他/她做基本的急救，同时让同伴寻求救助。

I: 如果你被录用，什么时候你能开始工作？

A: 因为我目前没有工作，所以随时都可以。

I: 你希望拿多少薪水？

A: 在讨论薪水前，我需要更多了解这份工作。我希望迟点讨论这个问题，或者你可以告诉我这个职位的预算薪酬是多少，贵公司的佣金制度是如何运作的。

imagine 想象 secondary 中级的

flight attendant 空姐 eyesight 视力

vision 视力 gesture 手势

tolerant 宽容的

basic first aid 基本的急救护理

temper 脾气 assistance 援助，协助

作为空中小姐，懂得一些急救措施是非常必要的，所以即使你没有做过空中小姐，但如果做过护士，有护理经验（nursing experience），你尽可以把它当作自己的优势表现出来。

1) What made you decide on this type of occupation?

position

vocation

job

什么原因使你决定从事这类工作？

2) Do you know what are the responsibilities of the stewardess?

tasks

assignments

obligations

你知道作为空中小姐的职责是什么吗？

3) What do you think are the chief characteristics of a stewardess?

qualities

traits

你认为空姐的主要品质 是什么？

4) I can begin to work right away because I am out of work now.

unemployed

laid off

between jobs

我可以即刻开始上班，因为我现在没有工作。

18.体验篇一应聘会计师

应聘会计师

会计师事务所提供的服务包括有：成立公司、会计、核算、评估、税务咨询（包括税务调查和实地审查）、公司清盘。事务所的专业人士有：注册会计师、税务师、资产评估师、房地产估价师和造价工程师，都在会计、审计、经济、税务、工程等方面具有丰富的专业知识和工作经验。

BASIC EXPRESSIONS 基本句型表达

1) I forgot to include my experience as an accountant in my resume.

我忘记在我的个人简历里写上我的会计经历了。

2) The professional English course is just English for accounting.

我的专业英语就是会计英语。

3) I believe I can have a promising career with the development of this company.

我相信随着公司的发展，我的事业也会大有前途的。

4) I have passed the five courses required by the Chinese CPA Association.

我已经通过了中国注册会计师协会所要求的五门课程。

5) I'm engaged in accounting.

我从事会计行业。

6) Can you name some of the courses you completed in relation to accounting?

你能说出几门你学过的和会计有关的课程吗？

7) This balance sheet contains three major sections, that is, assets, liabilities and owner's equity.

这张资产负债表包含三个主要部分，那就是资产、负债和所有者净资产值。

8) The creditor's equity is the same as liabilities.

债权人的净资产值就是负债。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Come in, please.

A: Good morning, Mrs Smith.

I: Good morning. You are Mr. Sun, aren't you? Take a seat, please.

A: Yes, thank you.

I: I have noticed from your resume that you majored in accounting at Peking University. Will you please tell me something about your related courses?

A: In the first academic year we learned Principles of Accounting, and in the following years we learned Cost Accounting, Commercial Accounting, Industrial Accounting, and Management Accounting.

- I: Have you taken Accounting for Decision-Making and Control?
- A: No, we haven't taken such a course, but we have taken a more specialized course for decision making, by the name of Forecasting and Decision-Making.
- I: From your school report card, I can see you did well in every course. But our advertisement says we need an accountant with practical work experience.
- A: I forgot to include my experience as an accountant in my resume. In fact, I took a part-time job as an accountant at the Atlantic Trading Company during my second and third school year. I worked three evenings a week there and I did quite well. Here is the recommendation.
- I: You can speak English fluently but I wonder if you can deal with bookkeeping and accounting in English.
- A: No problem. The professional English course is just English for Accounting. Moreover, as you know, the Atlantic Trading Company is a Sino-Australian joint venture. When I served part-time there, I became well acquainted with accounting operated in English.
- I: That sounds fine. Why did you choose to apply to our company?
- A: I have a relative working as a manager in your manufacturing department. Her name is Liuling. She told me a lot about your company and I became quite interested. I believe I can have a promising career with the development of this company.
- I: Do you know something about the payment we give to our employees?
- A: No, can you tell me about it?
- I: Of course. As for an entry-level accountant, we pay ¥1,500 a month in the first half year. We have a grading system to evaluate your work. If you have made progress, we will certainly raise your salary. For beginners with a CPA certificate, they can earn at least ¥2,000 a month.
- A: I have passed the five courses required by the Chinese CPA Association, but the certificate won't come to hand until next month. How about that?
- I: I hope you can show me your CPA certificate before we reach a decision by the end of July.
- A: Thank you, Mrs Smith. It is really a pleasure talking with you.
- I: The same for me. We'll keep in touch with you.
- A: Thank you. Good-bye.
- I: 请进。
- A: 早上好，史密斯女士。
- I: 早上好，你是孙先生吧？请坐。
- A: 是的，谢谢。
- I: 我从你的简历中知道你是北京大学会计专业的。能告诉我你都学了哪些相关课程吗？
- A: 第一学年，我们学了《会计原理》，接下来的几年学了《成本会计》、《商业会计》、《工业会计》和《管理会计》。
- I: 你学过《决策与控制会计》吗？
- A: 没有，但我们学了一门更专业的有关决策的课程，名字叫《预测与决策》。
- I: 从成绩单上可以看出你每门课程都学得很好，可我们广告上说我们需要有实际工作经验的会计师。
- A: 我忘了在个人简历里写上会计经历了。实际上，在我的第二和第三学年，我在大西洋商贸公司做过兼职会计。我每周在那里工作三个晚上，而且做得很出色。这是他们的推荐信。
- I: 你英语说得很流利，但我不知道你能否用英语记帐和清算帐目。
- A: 没问题，我的专业英语就是会计英语，而且，你也知道大西洋商贸公司是一家中澳合资企业。我在那里做兼职时，就已经熟练掌握用英语进行会计操作了。

I: 听起来不错, 那你为什么选择了我们公司呢?

A: 我有个亲戚在贵公司的生产部当经理, 她叫刘灵。她告诉我许多有关贵公司的情况, 我非常感兴趣。我相信随着公司的发展, 我的事业也会大有前途的。

I: 你知道我们公司给员工的报酬情况吗?

A: 不知道, 你能介绍一下吗?

I: 当然, 对初级会计师, 前半年我们每个月支付 1500 元。我们有一个等级体系来评定你的工作。如果你进步了, 我们肯定会增加你的薪水。有注册会计师证书的初级者, 他们每个月至少能拿到 2000 元。

A: 我已经通过了中国注册会计师协会所要求的五门课程, 但证书要到下个月才能拿到。那怎么办?

I: 我希望在我们 7 月末作出决定之前你能把注册会计师证书拿给我看看。

A: 谢谢你, 史密斯女士。和你谈话真的很高兴。

I: 我也一样。我们会和你保持联系的。

A: 谢谢, 再见。

Dialogue 2

A: Excuse me, sir. I am coming to apply for the position of accountant.

I: Oh, please sit down. What university did you graduate from?

A: I graduated from Tianjin College of Commerce.

I: What was your major at college?

A: My major was accounting.

I: Can you name some of the courses you completed in relation to accounting?

A: Sure. I took such courses as accounting principles, commercial accounting, cost accounting, industrial accounting, electronic data processing accounting, and accounting involved in foreign capital enterprises.

I: What kind of work are you doing now?

A: I'm engaged in accounting.

I: What are your responsibilities in your present work?

A: My work involves various routine bookkeeping and basic accounting tasks including journal entries, verifying data and reconciling discrepancies, preparing detailed reports from raw data, and checking accounting documents for completeness, mathematical accuracy and consistency.

I: Are you familiar with the PRC Financial and Tax Regulations?

A: I think so.

I: Can you tell me something about this balance sheet now?

A: Of course. This balance sheet contains three major sections, that is, assets, liabilities and owner's equity. So, you see, the total current liabilities of your company are \$3,372,000, and the owner's equity is \$5,400,000. That means that the total assets, which is equal to the sum of the creditor's and the owner's equities, are \$8,772,000.

I: What's the creditor's equity?

A: The creditor's equity is the same as liabilities.

A: 先生, 打扰你了, 我是来应聘会计师的。

I: 好, 请坐吧。你是哪个大学毕业的?

A: 我是天津商学院毕业的。

I: 你大学时的专业是什么?

A: 是会计专业。

I: 你能说出几门你学过的和会计有关的课程吗?

A: 当然可以了。我学过会计原理、商业会计、成本会计、工业会计、电算会计以及涉外会计。

I: 你现在做什么工作?

A: 做会计。

I: 你目前工作的主要职责是什么?

A: 我的工作包括日常记帐以及基本的帐目清算任务, 例如日记帐分录、核对数据、理顺差错、为原始数据准备详细的报告以及检查帐目文档的完整性、准确性和一致性。

I: 你熟悉中华人民共和国的财政和税收条例吗?

A: 是的。

I: 现在你能给我讲讲这张资产负债表吗?

A: 当然, 这张资产负债表包含三个主要部分, 即资产、负债和所有者净资产值。贵公司总的流动债务是\$3,372,000, 所有者净资产值是\$5,400,000, 这就意味着总资产(等于债权人净资产之和)为\$8,772,000。

I: 那债权人净资产值是什么?

A: 债权人净资产值就是负债。

related 有关的 principle 原理, 原则

forecast 预测 school report card 成绩单

bookkeeping 簿记 accounting 帐目清算, 结帐

joint venture 合资企业 acquainted 熟知的, 知晓的

promising 有前途的 grading 分等级

CPA 注册会计师 association 协会

engage in 从事 journal entry 会计分录

entry 进入, 登记, 记帐 reconcile 使和谐; 查出

regulation 规则, 条例 balance sheet 资产负债表

asset 资产 liability 负债, 债务

equity 净资产值 creditor 债权人

不一定非要会计专业的人才可以进入会计师事务所。其实他们需要的人才十分广泛, 计算机、英语、电子、数学、金融和国际贸易等专业的都有机会, 只是需要的人数较少。

Assistant Accountant: 助理会计师, Certified Public Accountant: 注册会计师, Senior Accountant: 高级会计师, Junior Accountant: 初级会计师, Chief Accountant: 总会计师, 会计主任

1) Why did you choose to apply to our company?

Why do you want to work for

What attracted you to

你为什么选择应聘我们公司?

你为什么想要来我们公司工作?

是什么让你想要来我们公司工作?

2) As for an entry-level accountant, we pay ¥1,500 a month
an accountant with CPA certificate in the first half year.
a senior accountant

a junior accountant

对于初级会计师，前半年我们每个月支付 1500 元。

对于注册会计师，前半年每个月 1500 元。

高级会计师，前半年每个月 1500 元。

初级会计师，前半年每个月 1500 元。

19. 体验篇—应聘销售人员

应聘销售人员

对销售人员来说，其以往的经历与成就、应付困难的能力与韧性、懂得一些销售技巧与策略、了解客户心理以及会各种谈吐技巧都是非常重要的。

BASIC EXPRESSIONS 基本句型表达

1) I see by your resume that you have been working?

从你的简历可以看出你一直在工作吗？

2) What do you know about our major products and our share of the market?

关于我们的主要产品和市场份额，你知道些什么？

3) What do you think is the most important qualification for a salesperson?

你认为对一个销售员来说最重要的是什么？

4) When can I get the final decision?

我什么时候能知道最终结果呢？

5) I came in answer to your advertisement for a salesperson.

我是为你们登的招聘销售员的广告而来的。

6) I graduated from Beijing University. I majored in business administration.

我毕业于北京大学，学的是工商管理专业。

7) As far as I know, your company is a world famous one which produces cosmetics and skincare products.

据我所知，贵公司是一家世界著名的化妆品和皮肤护理品生产商。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

- I: I see by your resume that you have been working?
- A: Yes, I have worked for four years with a Canadian Company.
- I: Tell me what you know about our company, please.
- A: Well, Mark Smith, who was the first president, founded the company in Ottawa in 1955. It has 1.5 billion dollars in capital; it employs 8,000 people, and it is the largest company in its field in Canada.
- I: What do you know about our major products and our share of the market?
- A: Your company's products are mostly marketed in Canada and the United States, but particularly have sold very well here in China. So I think in the future you'll find China to be a profitable market as well.
- I: What made you decide to change your job?
- A: Because I want to change my working environment and seek new challenges.
- I: Do you like this job?
- A: Yes, I like it very much.
- I: What do you think is the most important qualification for a salesperson?
- A: I think it is confidence in himself and his products.
- I: I agree with you. Do you have any questions to ask about this job?
- A: Yes, I'd like to know something about the salary.
- I: I think the starting salary for a salesperson is between 1,500 - 2,000 Yuan. But the specific number will be determined according to your sales.
- A: When can I get the final decision?
- I: We cannot reach a final decision until we have talked to all of the other five applicants. Anyhow, we'll contact you within this month. All right. Nice meeting you. Good-bye.
- A: Nice meeting you, too. Good-bye.
- I: 你的简历上说你一直在工作吗?
- A: 是的, 我在一家加拿大公司工作过 4 年。
- I: 请说说你对我们公司的了解。
- A: 好的, 1955 年 Mark Smith 首任董事长在渥太华成立了公司。资本额为 15 亿加元, 有 8,000 员工, 是加拿大同行业中最大的公司。
- I: 关于本公司的产品和市场份额, 你知道些什么?
- A: 贵公司的产品主要在加拿大和美国市场销售, 但在中国市场的销路非常好, 所以我想你会发现中国也是一个容易赚钱的市场。
- I: 你为什么决定换工作?
- A: 因为我想换一下工作环境, 迎接新挑战。
- I: 你喜欢这份工作吗?
- A: 我很喜欢。
- I: 你认为对一个销售员来说最重要的是什么?
- A: 我认为是对他自己和他产品的自信。
- I: 我赞成。对这份工作, 你有什么问题要问吗?
- A: 有, 我想知道薪水如何?
- I: 我想起薪是 1500-2000 元, 但具体数目将根据你的销售情况来定。
- A: 我什么时候能知道最终结果呢?
- I: 我们只有和其他五位应聘者都谈过之后才能做出最后决定。但无论如何, 我们会在一个月之内联系你的。好的, 非常高兴见到你, 再见。

A: 我也非常高兴见到你, 再见。

Dialogue 2

A: Good morning. I came in answer to your advertisement for a salesperson.

I: I see. Will you walk this way, please? What experience have you had?

A: I'm afraid I haven't had any experience in just this sort of work. I'm studying business administration in college. I want to get a job that would tie in with my studies.

I: Have you got any selling experience at all?

A: I worked in a department store in a small town last summer vacation.

I: Now tell me about your educational background.

A: I graduated from Beijing University. I majored in business administration.

I: What courses have you completed?

A: The courses I completed are marketing, business law, business English, statistics, marketing principles, sales management, distribution theory, economics and psychology.

I: What subjects did you like most at university?

A: I liked sales strategies most.

I: Why would you like to work with us?

A: It's an interesting job, and your company is one of the best known. Although I have no work experience as a salesperson, the job description you sent was very interesting. It's a job I have been dreaming of when I was at university.

I: What are your future plans and what kind of expectations do you have of the company?

A: I have an interest in marketing and I would consider graduate study in business in the future. I think my goals will become more clear as I gain experience in sales and marketing.

I: Good. Do you know anything about this company?

A: Yes, a little. As you mentioned just now, yours is an American capital company. As far as I know your company is a world famous one which produces cosmetics and skincare products.

I: Have you got anything to ask me?

A: Will traveling be required in this position?

I: Yes.

A: How often?

I: Three times a year at most. How do you feel about this?

A: That's fine.

A: 早上好, 我是为你们登的招聘销售员的广告而来的。

I: 我知道, 请这边来。你有工作经验吗?

A: 不好意思, 我还没有做过这种工作。我在大学读工商管理, 我想找一份与我现在所学专业有联系的工作。

I: 那你有销售经验吗?

A: 去年暑假我在一家百货公司工作过。

I: 那你说说你的教育情况吧。

A: 我毕业于北京大学, 学的是工商管理专业。

I: 你都学过什么课程?

A: 我学过的课程有市场营销、商业法、商业英语、统计学、市场原理、销售管理、销售原理、经济学和心理学。

I: 你在大学时最喜欢哪门课程?

A: 我最喜欢销售策略。

I: 你为什么来我们公司工作?

A: 我对这份工作很感兴趣, 而且贵公司也是最著名的公司之一。我虽然没做过销售员, 但你对这份工作的介绍很有趣, 这是我大学时梦寐以求的工作。

I: 你将来有何计划? 对公司有何期望?

A: 我对市场营销感兴趣, 我会希望将来能读商业专业的研究生。我想随着我在销售和市场方面经验的增加, 我的目标会变得越来越明确。

I: 那不错, 你了解我们公司吗?

A: 了解一些。正如你刚才所说的, 贵公司是一家美国公司。据我所知, 贵公司是一家世界著名的化妆品和皮肤护理品生产商。

I: 你有什么问题要问我吗?

A: 这份工作需要出差吗?

I: 需要。

A: 多久一次?

I: 最多一年三次。你认为怎么样?

A: 那没关系。

president 董事长, 行长, 校长 found 建立, 创办

capital 资本, 资产 employ 雇佣

share 份额, 参股 profitable 有利可图的

confidence 自信, 信心 specific 具体的, 明确的

administration 管理, 经营 statistics 统计, 统计学

distribution 销售 psychology 心理学, 心理

strategy 策略 cosmetic 化妆品

做销售员, 最重要的就是自信。所以无论你以前有过什么工作经历, 销售过何种产品, 都要说出来。要自信, 不仅对自己, 还要对自己销售的产品自信 (confidence in yourself and your products)。

1) The specific number will be determined according to your sales.
in accordance with
in conformity with

具体数目将依你的销售量而定。

2) What do you think is the most important qualification for a salesperson?
requirement
asset

你认为对销售人员来说最重要的能力是什么?

3) We cannot reach a final decision until we have talked to all of the make
other five applicants.
come to
arrive at

只有等到和另外五位申请者都谈过之后，我们才能作出最终决定。

- 4) I came in answer to your advertisement for a salesperson.
in reply to
in response to

我是来应聘你们招聘广告上销售人员一职的。

20. 体验篇一应聘金融工作

应聘金融工作

外资银行对许多毕业生充满神秘感，极具诱惑力。进入外资银行意味着可以拿高薪、出国，是择业的理想选择。随着我国加入 WTO 后，外资银行对人才需求扩张日益激烈，招聘大学毕业生时，更侧重于形象佳、身材好、气质高的优秀学生。

BASIC EXPRESSIONS 基本句型表达

- 1) Tell me about yourself and your past experience.

说说你自己以及过去的一些经验吧。

- 2) For the past two years, I have been working in an investment banking.

过去的两年中，我一直在一家投资银行工作。

- 3) My background and experience include working on a variety of projects and jobs in the financial industry.

我的背景和经验包括我在金融业参与过各类项目、做过不同的工作。

- 4) I have had to adjust my style to the new environment several times.

好多次我都必须调整我的方式以适应新环境。

- 5) What was the most significant project you've worked on?

你参与的最有意义的一个项目是什么？

- 6) It was a challenge for a person with a finance background.

对于有金融背景的人来说，是一个挑战。

- 7) I really need more information about the job before we start to discuss salary.

在讨论薪水之前，我希望能多了解这份工作。

- 8) Does the company have a five-year plan?

贵公司有五年计划吗？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Let's start the interview with some questions. Tell me about yourself and your past experience.

A: I have 10 years financial industry experience, working for several companies. For the past two years, I have been working in an investment banking. In addition to my analytical mindset, I have a background of solid accounting principles. I am a team player and have great communication and interpersonal skills. I thrive on challenge and work well in high-stress environments.

I: What finance experience have you had that qualifies you for this position?

A: My background and experience include working on a variety of projects and jobs in the financial industry. Most of my experience has been behind the scenes, doing the calculations. I want to work with clients and continue to grow and be challenged.

I: Why did you leave your last position?

A: I'm not finding the work as challenging as I used to. I want to find a job that is stimulating, where I can grow.

I: What are your strengths and weaknesses?

A: One of my strengths is my ability to be flexible. I have seen companies go through many changes in structure and management philosophy. I have had to adjust my style to the new environment several times. As far as weaknesses, I really enjoy my work, and sometimes I put in too much time. But by being aware of my tendency to overwork, I have learned to pace myself more and work less overtime.

I: How would your boss describe you and your work style?

A: She'd say I have a lot of initiative, I see the big picture and I do what has to be done. Second, I always meet deadlines. If I say I'm going to do something, I do it. Lastly, I have the ability to focus on what I'm working on. I am not easily distracted.

I: What are your salary expectations?

A: I'm sure whatever you offer will be a fair amount for a person with my qualifications. Salary is not the most important factor to me. I'm looking for opportunity.

I: Do you have any questions?

A: Yes, I do. What do you see as the future trends for the industry?

I: 我们开始面试吧。说说你自己和过去的一些经验吧。

A: 我有十年的金融行业工作经验，为几家公司工作过。过去的两年，我一直在一家投资银行工作。我不仅具有分析能力而且还有扎实的会计原理知识。我具有团队精神，善于和人交流，懂得人际关系的技巧。我善于应付挑战，也能在压力大的环境下工作很出色。

I: 你认为你具有什么样的金融经验使你能胜任这个职位？

A: 我的背景和经验包括我在金融业参与过各类项目、做过不同的工作。我的大部分经验都是幕后做一些计算方面的工作。我想和客户打交道，不断完善自己，接受各种挑战。

I: 你为什么要离开以前的工作呢？

A: 我发现这工作不像我原来认为的那么具有挑战性，我想找一份有刺激性的工作，这样可以进步。

I: 你的优点和缺点是什么？

A: 我的一个优点就是具有灵活性，我目睹了公司在结构和管理思想上的众多变化，而且好

多次我必须调整我的方式以适应新环境。就缺点而言，我非常喜欢工作，有时投入了太多的时间，但我已意识到这一点，学会了调节自己，减少加班。

I: 你的老板会如何评价你和你的工作方式呢？

A: 她会说我很积极、顾全大局，会做完所有需要做的事情。其次，我总能在期限前完成任务。如果我说做某一件事，我就一定会做。最后一点，我能集中精力做事情——不会轻易受干扰。

I: 你希望的薪水是多少？

A: 我相信你会给我提供一个合理的数目。对我来说，薪水不是最重要的，我寻找的是机会。

I: 你有问题要问吗？

A: 有，你如何看待将来这个行业的发展趋势？

Dialogue 2

I: Tell me something about yourself and your past.

A: I was born and grew up in HeBei Province. I moved to Beijing, where I started taking courses for my MBA. When I completed my degree, I was offered an opportunity working for a financial services company. I have worked there for eight years.

I: What was the most significant project you have worked on?

A: I was assigned a project to design a 360-degree performance system. It was a challenge for a person with a finance background. I met with the technical people and discussed the possibilities and obstacles. Based on that information, I selected a team and created a spreadsheet to manage the project. We got the project done on schedule. I was rewarded for outstanding results and was able to share the honors with the team.

I: What finance experience makes you qualified for this position?

A: For the past eight years, I have been working in the banking industry. I have a solid understanding of accounting concepts, an analytical mind and a strong attention to detail. I have had a lot of customer service training and experience, and I have been told that I excel in this area.

I: How would your coworkers evaluate you ?

A: They'd say I was a hardworker and a real team player.

I: What are your salary expectations?

A: I really need more information about the job before we start to discuss salary. I'd like to postpone that decision until later.

I: 说说你自己的情况和你的过去吧。

A: 我出生于河北省并在那里长大，后来搬到了北京，在这里我学习了 MBA 课程。完成学位后，我有机会去了一家金融服务公司工作。我在那里工作了八年。

I: 你参与的最重大的一个项目是什么？

A: 我被分派去设计一个 360 度业绩系统。这对一个只有金融背景的人来说是一个挑战。我和技术人员一起讨论了这个系统的可行性及可能遇到的困难。根据掌握的信息，我挑选了一个队伍，建立了一个表格程序以管理这个项目。我们按期完成了这个项目。由于结果很出色，我受到了奖励，而且也能和团队一起分享这些荣誉。

I: 你具有什么样的金融经验使你能胜任这份工作？

A: 在过去的八年中，我一直在银行业工作。我对账目的各种概念非常了解、具有分析头脑而且对各种细节都很注意。我参加过很多客户服务培训，也有很多这方面的经验，别人也曾

说我在这个领域很出色。

I: 你的同事会怎样评价你?

A: 他们会说我是一个工作刻苦的人, 是一个很好的合作者。

I: 你希望得到多少薪水?

A: 在讨论薪水前, 我希望能多了解工作方面的事。我想迟些再作决定。

investment 投资 analytic 分析的

mindset 倾向, 习惯 interpersonal 人与人之间的

stimulating 刺激的 tendency 趋势

significant 有意义的, 重大的 performance 业绩, 性能

obstacle 阻碍, 困难 spreadsheet 空白表格程序

on schedule 按时 excel in 在... 方面

postpone 推迟 budget 预算

主要的国际金融组织有: 国际货币基金组织 International Monetary Fund (IMF) 和世界银行 World Bank。

1) For the past two years, I have been working in

an investment banking.

the Agriculture Bank of China

the China Construction Bank

the Industrial and Commercial Bank

过去两年中我一直在 一家投资银行 工作。

中国农业银行

中国建设银行

工商银行

2) I have had to adjust my style to the new environment several times.
acclimatize

accommodate

adapt

好几次我必须调整自己的工作方式以适应新环境。

3) How would your boss describe you and your work style?

evaluate

value

remark on

你的老板会怎样评价你和你的工作方式?

21. 体验篇—应聘信息产业的工作

应聘信息产业的工作

互联网已成为名副其实的当今最大的富翁制造工厂，网络人才变得越来越吃香，其中最走俏最赚钱的是下列三类人才：软件工程师、游戏设计师和网络安全师。

BASIC EXPRESSIONS 基本句型表达

1) I have eight years of experience working in the IT industry.

我在信息技术行业已经有八年的工作经验了。

2) I have been working as a project manager for a dotcom.

我一直在一家网络公司当项目经理。

3) I have been searching for a while now to find a company that had a business model and corporate philosophy like yours.

我一直在寻找一家具有贵公司这样商业模式和公司理念的公司。

4) I am excited and interested in the idea of developing business relationships through e-commerce.

我对通过电子商务发展商业关系的理念很感兴趣。

5) Who are your financial backers?

你们的金融资助者有哪些？

6) Who are the key competitors?

你们的主要竞争对手是谁？

7) Does the company have a plan for the IPO?

贵公司对新股发行有何计划？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Tell me something about yourself and your past experience.

A: I have eight years of experience working in the IT industry. For the past two years, I have been working as a project manager for a dotcom. I am also PMI certified. I'm looking for a team environment where I can join the excitement of building a company.

I: What experience have you had that qualifies you for this position?

A: I have worked on a variety of projects and jobs in the high tech industry. I wanted to have the experience of working for a dotcom and have learned something about being in on the ground floor of a business.

I: What attracted you to this job?

A: I have been searching for a while now to find a company that had a business model and corporate philosophy like yours. I am interested in working for a company that provides products

and services to the K-12 education market. My background is in this field, and my strength is in building relationships and solving problems. I am excited and interested in the idea of developing business relationships through e-commerce.

I: What qualities do you think are important to this position?

A: To have a combination of technical and business knowledge and to be very results-oriented. My past record shows that I have those qualities and more. Because of my business acumen and technical know-how, the teams I have managed accomplished outstanding results, including booking more than \$50 million in online revenue.

I: When have you been most motivated?

A: When I have a specific project to complete, I like to know the specifics of a project from beginning to end. I like definite deadlines and I like to meet those deadlines. I expect some deviation from the original plan, but I try to stay focused and not let myself drift too far. I have great attention to detail and like to take my time and do it right the first time.

I: Why did you leave your last position?

A: I have set some goals for myself and my career, and unfortunately I'm at a standstill in my current situation. I have begun to explore options available before I spend too much time in a job where I can't advance. My goal is to continue to take on new responsibilities and be a key contributor to the success of an online venture.

I: What are your salary expectations?

A: I really need more information about the job before we start to discuss salary. I'd like to postpone that discussion until later.

I: Do you have any questions?

A: Yes, I do. Who are your financial backers? Who are the key competitors? Does the company have a plan for the IPO? What would you say is the best thing about your product or service?

I: 说说你自己和过去的经历吧。

A: 我在信息技术行业已经有八年的工作经验了。在过去两年中，我一直在一家网络公司当项目经理，而且得到了项目管理协会的认证。我想找一个有团队精神的环境，共同体会创建公司的兴奋。

I: 你有什么样的经验能使你胜任这个职位？

A: 我在高科技产业完成过很多项目，做过不同的工作。我想在网络公司工作，并学会了一些商业上的基础知识。

I: 这份工作有什么吸引你的地方呢？

A: 我一直在寻找一个具有贵公司这样商业模式和公司理念的公司。我很兴趣为 K-12 教育市场提供产品和服务的公司工作。我有这方面的经验，我的优势就是能够建好人际关系并能解决问题。我对通过电子商务发展商业关系的观念很感兴趣。

I: 你认为这个职位最重要的品质是什么？

A: 同时具备技术和商业知识，而注重结果。我过去的履历表明我具备这些品质而且还有更多的品质。由于我在商业上很敏锐以及懂得技术，我负责的团队取得了显著的成绩，包括预订的在线收入超过五千多万美元。

I: 你什么时候最有动力？

A: 当我有一个特定项目要完成时，我想知道项目从头到尾的具体细节。我喜欢有个最后期限，同时喜欢在最后期限前完成任务。我知道会和原来的计划有所偏离，但我会把握好方向不让自己偏离太远。我很注意细节，喜欢多花点心思把事情一次性做好。

I: 你为什么离开了以前的工作？

A: 我为自己和我的事业设定了一些目标,但不幸的是,目前情况下我一直处于停顿状态。我开始寻求各种可能的选择,不想在一个不能使我得到发展的工作上花费太多的时间。我的目标是继续接受新任务,成为在线企业成功的灵魂人物。

I: 你期望的薪水是多少?

A: 在讨论薪水前,我需要更多了解工作方面的事情。我愿意以后再讨论这个问题。

I: 你有什么问题吗?

A: 是的,你们的金融资助者有哪些?你们的主要竞争对手是谁?贵公司对新股发行有何计划?贵公司的产品或服务有何最大的优点?

project 项目

philosophy 哲学

体系,哲理

combination 结合

acumen 敏锐

outstanding 突出的,显著的

revenue 收入,收益

motivated 有动机的,有积极性的

deadline 最后期限

deviation 偏离,误差

drift 漂流

standstill 停顿,停滞不前

contributor 贡献者

venture 企业

backer 支持者,赞助者

PMI:Project Management Institute 项目管理学会。凡是从事项目管理工作或者对项目管理有兴趣的人都可以申请加入。

PMP: Project Management Professional 项目管理专业人士

PMBOK: Project Management Body of Knowledge 项目管理知识体系

MPM: Master of Project Management 项目管理硕士学位

IPO: Initial Public Offering 新股发行

K-12 education: K 指 kindergarten, K-12 教育是指从幼儿园到高中为止的教育体系。

1) I have been working as a project manager for a dotcom.

market analyst

senior consultant

market researcher

我一直在一家网络公司作 项目经理。

市场分析员。

高级顾问

市场研究员

2) I'm at a standstill in my current situation. 我目前处于 停滞状态。

deadlock

僵局

halt

停止状态

3) The teams I have managed accomplished outstanding results.

were high up in the pictures

came to the top

我领导的团队取得了卓越的成果。

- 4) I have great attention to detail. 我特别注意细节问题。
 pay
 give

- 5) Why did you leave your last position?
 did you come here for a job
 did you send in your papers (提出辞呈)

你为什么辞去原来的工作?

22. 体验篇一应聘电脑工程师

应聘电脑工程师

应聘电脑工程师，主要考察你的技术能力，以及对最新软件的掌握和了解。计算机行业发展很快，所以一个人的学习和接受能力很重要。正如电脑分硬件和软件，电脑工程师也分硬件工程师和软件工程师。硬件和软件有很大的区别，所以面试前要为自己定位。本单元对硬件和软件工程师的面试分别举了例子。

BASIC EXPRESSIONS 基本句型表达

- 1) Why don't you begin by telling me something about yourself?
你就从谈谈你自己开始吧!
- 2) What made you decide to get into computers?
什么使你决定搞计算机这一行?
- 3) After I did my engineering degree, I began to specialize in computer technology.
读完工程学位后，我就开始专攻计算机技术。
- 4) I'd like to start this interview with some questions.
我们开始面试吧，首先问你几个问题。
- 5) I think my background meets the requirement of this position.
我想我的背景符合这份工作的要求。
- 6) Yes, can you tell me what's my responsibility in this position?
有，你能告诉我这份工作我的职责是什么吗?
- 7) You would be responsible for the development of software products.
你将负责软件产品的开发。

8) I have worked on about every system that is out right now.

我用过目前市面上的所有系统。

9) I have hands-on experience in system development including system analysis and design.

我有系统开发的实际操作经验，包括系统分析和设计。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Why don't you begin by telling me something about yourself?

A: What do you want to know?

I: The usual, you know, something about your background and experience and anything personal that you feel is pertinent.

A: Well, I was born in Shanghai and went to school there, right up through college. My father is a lawyer, and my mother is a teacher.

I: Sounds as if you come from a professional family.

A: That's right. One of my sisters is a doctor and the other one teaches at a university.

I: What made you decide to get into computers?

A: Oh, nothing in particular, I guess. I always liked mathematics and tinkering with machines.

I: Now what about your experience? How long have you been working with computers?

A: More than five years now. After I did my engineering degree, I began to specialize in computer technology and I even had my own company for a while.

I: It certainly sounds impressive. Why don't you have your credentials sent to me and I'll show them to the board? We'll probably get back to you in a week.

A: Thanks very much.

I: 你就从谈谈你自己开始吧！

A: 你想知道些什么？

I: 一般的情况，你的背景啦、经历和你觉得任何与此有关的个人情况。

A: 好吧。我出生在上海，在那儿上学，一直到大学毕业。我父亲是个律师，母亲是个教师。

I: 这么说你出自于一个职业家庭。

A: 是的。我姐姐是医生，另一个姐在大学任教。

I: 是什么让你决定搞计算机这一行的？

A: 我想没什么特殊的原因。我一向喜欢数学和摆弄机器。

I: 那再谈谈你的经历吧。你干计算机这行有多久了？

A: 五年多了。读完工程学位后，我就开始专攻计算机技术，甚至有段时间我还建立了自己的公司。

I: 这真不错。你何不把你的证件寄给我，我拿给董事会看看？一个星期之内，我们可能会和你联系。

A: 非常感谢。

Dialogue 2

A: Excuse me. I have an appointment with Mr. Li at nine. May I come in?

I: Yes, come in please. I am Mr. Li. You must be Mz Liu, right?

A: Yes, I am Mz liu. Thanks.

I: I'd like to start this interview with some questions. Why do you think you are qualified for this position?

A: According to your advertisement, you want an experienced software engineer. I think my background meets the requirement of this position.

I: Then tell me something about your background.

A: My major was computer science when I was at college, and I am quite familiar with Visual C++ and Java language.

I: Well, what do you think about the development in computers?

A: The developments in software are going ahead very quickly and more and more problems are resolved by software. In some regions, the hardware is completely replaced by software. So I think the software industry has a great future.

I: Have you ever designed any programs concerning network?

A: Yes, I have designed some programs for the network with Visual C++ and I have passed the test for programmers - MCSE.

I: Have you got anything to ask me?

A: Yes, can you tell me what's my responsibility in this position?

I: Yes, of course. You would be responsible for the development of software products.

A: I see. This is my advantage.

I: Good. Have you got any other questions?

A: No.

I: Ok, I will contact you in a week. See you.

A: Thank you, bye-bye.

A: 打扰一下，我和李先生九点钟有个约会，我可以进来吗？

I: 请进，我就是李先生，你肯定是刘小姐吧？

A: 对，谢谢。

I: 我们开始面试吧，首先问你几个问题。你为什么认为你能胜任这份工作？

A: 从你们的广告上得知，你们需要一位有经验的软件工程师。我想我的背景符合这份工作的要求。

I: 那说说你的背景吧。

A: 我大学时的专业是计算机科学。我精通 VC++ 和 Java 语言。

I: 那你认为计算机行业将来的发展如何？

A: 软件将会发展很快，而且越来越多的问题依靠软件解决。在某些领域，硬件会完全被软件所取代，所以我认为软件前景可观。

I: 你设计过有关网络方面的程序吗？

A: 是的，我用过 VC++ 设计过一些网络程序，而且我还通过了一个程序员考试——MCSE。

I: 你有什么问题要问吗？

A: 有，你能告诉我这份工作我的职责是什么吗？

I: 当然可以了，你将负责软件产品的开发。

A: 哦，那是我的优势。

I: 太好了。还有别的问题吗？

A: 没有了。

I: 那好，我们会在一周内和你联系的。再见。

A: 谢谢你。再见。

Dialogue 3

I: Tell me something about your work experience.

A: Well, I have been in the computer engineering field for 6 years now. I am familiar with both hardware and software and with hands-on experience in system development including system analysis and design.

I: What systems have you worked on?

A: I have worked on about every system that is out right now.

I: Do you feel comfortable with the new system by MicroCom?

A: I am not as familiar with it as I am with some of the older systems. But I am a fast learner and I can master it in a short time.

I: What do you consider your strengths?

A: I am knowledgeable and levelheaded.

I: 说说你的工作经验吧。

A: 好的，我到现在为止已经在计算机工程行业工作 6 年了。我对硬件和软件都很熟悉，并具有系统开发的实际操作经验，包括系统分析和设计。

I: 你用过什么系统？

A: 我用过目前市面上的所有系统。

I: 那你觉得 Microcom 公司的新系统如何？

A: 我对它并不像对其他老系统那样熟悉，但我学得很快，我能短时间内掌握它。

I: 那你认为你有什么长处？

A: 我知识丰富、头脑冷静。

experienced 有经验的，老练的 professional 职业（性）的；专业的

in particular 特别；尤其 engineering 工程学，工程

degree 学位；程度 be replaced by 被什么取代

resolve 解决 advantage 优势

system 系统 analysis 分析

master 掌握，精通 levelheaded 头脑冷静的，明智的

最基本的几个计算机用语是：system（系统）、hardware（硬件）、software（软件）、program（程序）、network（网络）。

1) What made you decide to get into computers?

go into

work with

你为何决定干电脑工作这一行？

2) I think my background meets the requirement of this position.

experience

capability

我认为我的背景满足这个职位的要求。

经验

能力

3) I am familiar with hardware and software.

database programming

network knowledge

computer networking

我熟悉 硬件和软件。

数据库编程

网络知识

计算机网络

23. 体验篇—应聘机械工程师

应聘机械工程师

对于机械工程师来说，工作经验是非常重要的。如果没有工作经验，也可以将以前设计过的作品告诉招聘者。

BASIC EXPRESSIONS 基本句型表达

1) Why did you choose to major in mechanical engineering?

你为什么选择机械工程专业呢？

2) The most important factor is I like tinkering with machines.

最重要的一个因素就是我非常喜欢摆弄机械。

3) I am very interested in the field your company is in.

我对贵公司所从事的这个领域非常感兴趣。

4) How do you see your career development?

你如何看待你的事业发展呢？

5) Why do you think you are qualified for this position?

你为什么认为你适合这份工作呢？

6) Can you tell me about one of your designs?

你能介绍一项你的设计成果吗？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Come in, please.

A: Good afternoon, Mrs Smith.

I: Good afternoon. Have a seat, please. You are Mr. Sun?

A: Thank you. Yes, I am Sunlin.

I: I have read your resume. I know you have worked for 3 years. Why did you choose to major in

mechanical engineering?

A: Many factors led me to major in mechanical engineering. The most important factor is I like tinkering with machines.

I: What are you primarily interested in about mechanical engineering?

A: I like designing products, and one of my designs received an award. Moreover, I am familiar with CAD. But I can do any mechanic well if I am employed.

I: Why did you decide to apply for this position?

A: Your company has a very good reputation, and I am very interested in the field your company is in.

I: What do you think determines an employee's progress in a company such as ours?

A: Interpersonal and technical skills.

I: We have several applicants for this position. Why do you think you are the person we should choose?

A: I have the abilities, qualities and experience that you requested in your job advert, for example I have three years' experience in designing products and I got leadership experience while serving the college student union as president.

I: That sounds very good. How do you see your career development?

A: After a few years of gaining experience in the company and furthering my professional qualifications I'd like to put my experience and skills to use in management. I want to become a supervisor in your R&D department.

I: Have you anything to ask about the job?

A: Yes. Do you offer any opportunities for further study?

I: Yes. If you undertake additional courses, provided these are approved, and you complete them successfully, you can claim back part, quite a large part, 75% of the costs you incurred. Not just the fees, - traveling and other expenses too.

A: That's fine.

I: Anything else?

A: No.

I: Well, thank you very much, Mr. Sun. I'll let you know the result of the interview as soon as possible. Goodbye.

A: Thank you, Mrs. Smith. I do hope the answer will be favorable. Goodbye.

I: 请进。

A: 下午好，史密斯女士。

I: 下午好，请坐。你是孙先生吧？

A: 谢谢。是的，我是孙林。

I: 我看过你的简历，我知道你已经工作 3 年了。为什么你选择了机械工程专业呢？

A: 许多因素导致我选择了机械工程这个专业，但最重要的一个因素就是我非常喜欢摆弄机械。

I: 关于机械工程，你最感兴趣的是什么？

A: 我喜欢设计产品，我的一份设计作品还得过奖。而且，我非常熟悉 CAD。但如果我被录用，我什么都能做好。

I: 你为什么要应聘这份工作呢？

A: 贵公司的声誉很好，而且我对贵公司所从事的这个领域非常感兴趣。

I: 你认为在我们这样的公司里是什么决定着一个雇员的发展？

A: 人际关系的技巧和技术技能。

I: 我们有几个应聘者, 你认为为什么你就是我们应该选择的那个呢?

A: 我具备你们招聘广告上所要求的能力、品质以及工作经验, 比如我有三年的产品设计经验, 而且我有领导才能, 在大学时担任过学生会的主席。

I: 听起来非常不错。你如何看待你的事业发展呢?

A: 在公司具有了几年的经验以及提高专业能力之后, 我想把我的经验和技能运用到管理方面, 我想成为贵公司研发部的主管。

I: 对这个工作, 你有什么问题要问吗?

A: 有。你们提供进修的机会吗?

I: 提供, 如果被批准你学习额外的课程, 而你又顺利学完的话, 你就可以申请补助, 多达你所花费的 75%。不仅仅是课程费, 还包括差旅费以及其他费用。

A: 太好了。

I: 还有问题吗?

A: 没有了。

I: 那好, 谢谢你, 孙先生。我会尽快告诉你面试结果的。再见。

A: 谢谢你, 史密斯女士。我希望结果是顺利的。再见。

Dialogue 2

I: Why do you think you are qualified for this position?

A: I have four years' study in the Department of Mechanical Engineering and it has given me a solid theory foundation. Moreover, I have worked at CBA Company for 4 years and got a lot of practical experience.

I: Great. Then what's your technical post title now?

A: I am a senior mechanical design engineer.

I: Do you take the original certificate with you?

A: Yes. Here it is.

I: Can you briefly tell me about one of your designs?

A: Of course, I designed a more powerful gasoline engine, which greatly increased the speed of limousines.

I: 你为什么认为你适合这份工作?

A: 我在机械工程系学了 4 年, 这为我的理论水平打下了坚实的基础。而且我在 CBA 公司工作了 4 年, 获得了丰富的实际经验。

I: 太好了。那你现在的技术职称是什么?

A: 我现在是高级机械设计工程师。

I: 你把证书原件带来了吗?

A: 带了, 给你。

I: 你能简要介绍一项你的设计成果吗?

A: 当然可以了。我曾经设计了一个功能非常强大的汽油发动机, 它显著提高了轿车的速度。

tinker with 摆弄 CAD 计算机辅助设计

reputation 声誉, 名声 supervisor 监督者, 主管人

R&D (Research and Development) 研发 leadership 领导才能

approved 经可准的, 被认可的 expense 费用, 开支

favorable 有利的, 顺利的

foundation 基础

technical post title 技术职衔

engine 引擎, 发动机

limousine 大轿车

应聘者也应该积极提出问题, 比如 Do you offer any opportunities to further study?这就让招聘者觉得你是非常积极进取的, 为他们留下好的印象。

1) Have a seat, please.

Sit down

Take a seat

请坐。

2) I am familiar with CAD.

am accomplished in

am well up in

have mastered

我熟悉 CAD。

我能熟练使用 CAD。

我精通 CAD。

我熟练掌握了 CAD。

3) What do you think determines an employee's progress in a

company such as ours?

development

advance

像我们这样的公司, 你认为决定员工进步的是什么?

4) I am a senior mechanical design engineer.

an advertisement designer

an accountant

我是高级机械设计工程师。

我是广告设计师。

我是一名会计。

5) Can you tell me briefly about one of your designs?

concisely

in short

你能简单介绍一件你的设计作品吗?

24. 体验篇一应聘保险代理人

应聘保险代理人

中国加入世贸组织后，外国保险公司在几年内将进入中国市场，与国内保险公司争夺高级人才。作为一个合格的保险代理人，应当增加经济学和保险学知识，并增强法律观念和敬业精神。

BASIC EXPRESSIONS 基本句型表达

1) I'm looking for a position in which I can utilize my experience.

我想找个能充分发挥我工作经验的工作。

2) I advised customers on financial matters.

我在金融事务上为顾客提供咨询。

3) I am an excellent communicator.

我非常善于和人沟通。

4) I tend to spend too much time making sure the customer is satisfied.

为了确保顾客满意，我经常要花费很多时间。

5) And I worked at an insurance company for my graduation field work.

我在一家保险公司进行了我的毕业设计。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Tell me about yourself.

A: I was born and raised in Beijing. I attended Peking University and received my bachelor's degree in Economics. I have worked for 2 years as a financial consultant in Beijing for China Pacific Insurance Co. Ltd. I enjoy playing tennis in my free time and learning foreign languages.

I: What type of position are you looking for?

A: I'm looking for a position in which I can utilize my experience.

I: Are you interested in a full-time or part-time position?

A: I am more interested in a full-time position. However, I would also consider a part-time position.

I: Can you tell me about your responsibilities at your last job?

A: I advised customers on financial matters. After I consulted the customer, I completed a customer inquiry form and catalogued the information in our database. I then collaborated with colleagues to prepare the best possible package for the client. The clients were then presented with a summarized report on their financial activities that I formulated on a quarterly basis.

I: What is your greatest strength?

A: I am an excellent communicator. People trust me and come to me for advice. One afternoon, my colleague was involved with a troublesome customer who felt he was not being served well. I made the customer a cup of coffee and invited both my colleague and the client to my desk

where we solved the problem together.

I: What is your greatest weakness?

A: I tend to spend too much time making sure the customer is satisfied. However, I began setting time-limits for myself.

I: Why do you want to work for our company?

A: After following your firm's progress for the last 3 years, I am convinced that your company is becoming one of the market leaders and I would like to be a part of that team.

I: When can you begin?

A: Immediately.

I: 说说你的情况吧。

A: 我出生于北京,并在那里长大。我考入北京大学,获得了经济学学士学位。我在中国太平洋保险股份有限公司做了两年的金融顾问。我喜欢在空闲时间打网球和学外语。

I: 你想找份什么样的工作?

A: 我想找个能充分发挥我工作经验的工作。

I: 你想做全职还是兼职?

A: 我倾向于做全职,不过,我也会考虑兼职的。

I: 你能说说你前一份工作的主要职责吗?

A: 我为顾客的金融事务提供咨询。当我和顾客商讨之后,我就填完一份顾客咨询表,并把有关信息按目录输入数据库。然后我和同事一起为顾客精心准备尽可能最好的一揽子计划,顾客会收到一份我根据他们的金融行为按季度作出的简报。

I: 你最大的优点是什么?

A: 我非常善于和人沟通,人们信任我,来我这里征求建议。有一天下午,我的同事碰到了一个棘手的顾客,他感觉服务不周到。我给顾客冲了一杯咖啡,并请我的同事和顾客到我办公室,在那里我们把问题解决了。

I: 你最大的缺点是什么?

A: 我为了确保顾客满意,经常要花费很多时间。不过,我开始为自己定了时间限制。

I: 你为什么要来我们公司工作?

A: 我关注贵公司的发展已经三年了,我相信贵公司必将成为市场的主导者之一,我非常希望成为其中一员。

I: 你何时能开始工作?

A: 马上就可以。

Dialogue 2

I: Please tell me something about your insurance background.

A: I majored in international banking at college so I took many insurance courses. And I worked at an insurance company for my graduation field work.

I: Why do you want to be an insurance agent?

A: I care about people and I know the importance of insurance.

I: Do you have any work experience in promotion?

A: Yes, I do. I have worked as a salesman for P&G Company Ltd.

I: Do people respond well to you?

A: Yes, I'm good with people.

I: 请讲讲你在保险行业的从业经验。

A: 我大学时主修国际银行业务,所以我学了许多保险课程,并且我在一家保险公司进行了

我的毕业设计。

I: 你为什么想成为一名保险代理人?

A: 我关心别人, 我知道保险的重要性。

I: 你有过促销的工作经验吗?

A: 有, 我在宝洁公司做过促销员。

I: 别人对你的评价好吗?

A: 我和大家相处很好。

consultant 顾问, 咨询者 utilize 利用

catalogue 按目录分类 package 一揽子交易

troublesome 棘手的, 麻烦的 promotion 促销

主要的保险品种有: automobile insurance (汽车保险)、life insurance (人寿保险)、health insurance (健康保险)、business insurance (商业保险) 和 travel insurance (旅游保险)。

1) I have worked for 2 years as a financial consultant for

China Pacific Insurance Co. Ltd.

Ping An Insurance Company of China

The People's Insurance Company of China

我为 中国太平洋保险公司 作了两年的金融顾问。

中国平安保险公司

中国人民保险公司

2) I'm looking for a position in which I can utilize my experience.

work happily

advance

我在寻找一个能 发挥我工作经验 的职位。

使我工作愉快

使我得到发展

3) I am an excellent communicator.

advisor

consultant

我非常善于与人沟通。

我是个出色的顾问。

我是个出色的顾问。

25. 体验篇—应聘导游

应聘导游

旅游业的发展使导游成为热门行业，相应地对导游的要求也日趋严格，专业训练、资格证书、外语技能已成为作导游的必备条件。

BASIC EXPRESSIONS 基本句型表达

1) Then you may think that I am not fit for this job according to my educational background.

你可能认为我的教育背景并不适合这份工作。

2) I took an evening course at the Tourism School of Beijing after graduation.

毕业后我参加了北京旅游学院的夜校。

3) Have you any experience as a tourist guide?

你有做导游的工作经验吗？

4) What do you think are the responsibilities of a tourist guide?

你认为一名导游的职责是什么？

5) I guided a few foreign tourists around Beijing last year as a part-time job.

去年我带领一些外国游客在北京观光，那是兼职工作。

6) I'd like to be an overseas tour guide someday.

我希望有一天能当一个海外导游。

7) I hope you can give me a definite answer as soon as possible.

我希望能尽快给我一个明确的答复。

8) Are there still any vacancies?

还有空缺吗？

9) I will make an announcement to remind them that they should check their belongings.

我会提醒他们检查他们的携带物品。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: It says here that you graduated from Beijing Normal University with a major in English Language and Literature.

A: Right. Then you may think that I am not fit for this job according to my educational background.

I: Yes.

A: But I want to be a tour guide very much because I like traveling and meeting various kinds of people. So I took an evening course at the Tourism School of Beijing after graduation and I have gotten a qualification certificate.

I: So you must be an extravert?

- A: Yes, I always enjoy being with a group of people and chatting with them.
- I: What do you think are the responsibilities of a tourist guide?
- A: A tourist guide must be responsible for arranging and coordinating tour activities, and offering service of transportation, accommodation, sightseeing, shopping and entertainment.
- I: Don't you consider it a hard work?
- A: Hard but interesting, I think.
- I: Have you any experience as a tourist guide?
- A: Yes, I usually guided foreign tourists around Beijing when I was in University.
- I: Have you ever learned any other foreign languages other than English?
- A: Yes, I have learned a little French and Japanese as well.

- I: 上面说你毕业于北京师范大学英语语言文学专业。
- A: 对。你可能认为我的教育背景并不适合这份工作。
- I: 是的。
- A: 但是我很想当一名导游，因为我喜欢旅游，也喜欢和各种各样的人打交道，所以毕业后我参加了北京旅游学院的夜校，而且已经获得了资格证书。
- I: 看来你是个外向的人？
- A: 对，我喜欢和大家一起畅谈。
- I: 你认为导游的职责是什么？
- A: 作为一名导游要安排和协调旅游活动，并为游客提供交通、膳宿、观光、购物和娱乐服务。
- I: 你不认为这是一份非常辛苦的工作吗？
- A: 虽然艰苦但很有趣。
- I: 你有做导游的工作经验吗？
- A: 有，在大学期间我经常带领外国游客游览北京。
- I: 除了英语，你还学过别的外国语吗？
- A: 也学过一些法语和日语。

Dialogue 2

- I: Have you ever worked as a tour guide?
- A: I have a little experience. I guided a few foreign tourists around Beijing last year as a part-time job. I showed them to the Great Wall, the Imperial Palace, and the Summer Palace.
- I: Then you may know that it's hard work.
- A: Yes, I know. A friend of mine is a guide. He talked with me about his work, but I don't mind working hard.
- I: Have you applied with any other companies?
- A: No, this is my first.
- I: Is there anything you want to ask about?
- A: I'd like to be an overseas tour guide someday. Would there ever be any chance of that?
- I: Certainly. There'll be a good chance of that if you work for this company. Not right away, of course, but in a few years, after you learn more about our business, you may go overseas with a tour group. Any questions?
- A: Yes. When can I get the decision? I hope you can give me a definite answer as soon as possible. If I'm turned down, I'll have to secure a position elsewhere.
- I: All right, then. We'll get in touch with you within a week. Thank you for coming today, Mr.

Sun.

A: Thank you. Good-bye.

I: Good-bye.

I: 你当过导游吗?

A: 我有一点经验。去年我带领一些外国旅客在北京观光, 那是份兼职工作。我带领他们去了长城、故宫和颐和园。

I: 那你可能知道这是份辛苦的工作。

A: 是的, 我知道。我有一个朋友是导游。他跟我谈过他的工作, 但我不介意工作辛苦。

I: 你向其它公司申请过吗?

A: 没有, 这是第一次。

I: 你有什么事情想问吗?

A: 我希望有天能做国际导游。将来我会有这样的机会吗?

I: 当然有。如果你在这家公司工作, 就会有好机会。当然不是马上就有, 但是往后几年, 在你学到更多本公司的业务后, 你就可以带团去国外了。还有什么问题吗?

A: 哦, 我何时能知道你们的决定呢? 我希望您能尽快给我一个明确的答复。如果我被拒绝了, 我还得去别的地方找工作。

I: 好, 我在一周之内会与你联络。谢谢你过来, 孙先生。

A: 谢谢你。再见。

I: 再见。

Dialogue 3

A: Excuse me, I am Sunlin. I am here about your advertisement for a tourist guide. Are there still any vacancies?

I: Yes. One more is needed.

A: Oh, I'm so lucky. I want to apply for it.

I: But do you have any experience like that?

A: Yes. I have been a guide for two years.

I: OK. Then I want to ask you some questions about the tourist guide. If there was an accident, for example a tourist falls ill, what would you do?

A: I think I will call the office to send someone to meet us, and escort that person to the nearest hospital without interrupting our trip.

I: If one of them forgot a camera in a restaurant, would you let the tourist bus go back?

A: No. In fact, prior to their boarding the bus and their getting off the bus, I will make an announcement to remind them that they should check their belongings.

I: Well, it seems that you have all the practical experience to handle these cases. I am very glad to welcome you into our company.

A: Thank you. It's my honor.

A: 你好, 我是孙林。我是为贵公司登的招聘导游的广告而来, 还有空缺吗?

I: 有, 还需要一名。

A: 哦, 我太幸运了。我想申请这个职位。

I: 但你有那方面的经验吗?

A: 有, 我当过两年的导游。

I: 好, 我想问你几个有关导游的问题。如果出现了意外, 比如一个旅游者病倒了, 你该怎么办?

A: 我想我会打电话叫公司派人来接应我们, 护送那个人到最近的医院, 不至于打乱我们的旅行计划。

I: 如果有人把相机落在了饭店, 你会让旅游车返回去吗?

A: 不会的。实际上, 在他们上车和下车之前, 我都会提醒他们检查他们的物品。

I: 那好, 看来你有处理这方面事情的所有实际经验。我非常欢迎你来我们公司。

A: 谢谢, 这也是我的荣幸。

overseas 海外的, 国外的 literature 文学

tourism 旅游, 观光 extravert 个性外向的人

coordinate 调整, 协调 transportation 交通

the Imperial Palace 故宫 the Summer Palace 颐和园

turn down 拒绝 sightseeing 观光, 游览

accommodation 膳宿 elsewhere 别的地方

scheme 方案, 计划 the Forbidden City 紫禁城

the Temple of Heaven 天坛 interrupt 中断, 打断

announcement 宣告 belongings 携带物品

导游应具备的基础知识:(1)旅游活动及旅游业的发展;(2)历史与文化、旅游地理;(3)懂得各个民族与民俗、宗教与文化;(4)熟悉古建园林;(5)饮食、各地特产;(6)了解世界旅游业及重要的旅游国家。

3) Have you any experience as a tourist guide?

Have you ever worked as

Have you ever been

Do you have experience as

你有导游的工作经验吗?

你做过导游吗?

你做过导游吗?

你有导游经验吗?

4) Have you applied with any other companies?

for another position

for another job

你申请过别的公司吗?

职位

工作

5) I hope you can give me a definite answer as soon as possible.

let me know the final decision

tell me the result

inform me of your decision

我希望能尽快 给我一个确切的答复。

让我知道最终决定

告诉我结果

通知我最终结果

26.附录 1 教育词汇

- A.B. or B.A.文学士 Bachelor of Arts
A.B. Ed.教育学士 Bachelor of Arts in Education
B.Litt or B.lit.文学士 Bachelor of Letters; Bachelor of Literature
Lit(t).B.文学学士 Bachelor of Arts in Literature
B.A.A.应用美术学士 Bachelor of Applied Arts
B.A.M.应用数学学士 Bachelor of Applied Mathematics
B.Acc.会计学士 Bachelor of Accounting
B.Ag. or B.Agr.农业学士 Bachelor of Agriculture
B.Ar. or B.Arch.建筑学士 Bachelor of Architecture
B.B.A.商业管理学士 Bachelor of Business Administration
B.C. or B.Ch.化学学士 Bachelor of Chemistry
B.C.E.化工学士 Bachelor of Chemical Engineering
LL.B. or B.L.法学学士 Bachelor of Laws
B.C.L.民法学士 Bachelor of Civil Law
B.D.神学学士 Bachelor of Divinity
B.E.工程学士 Bachelor of Engineering
B.E.E.电机工程学士 Bachelor of Electrical Engineering
B.F.A.美术学士 Bachelor of Fine Arts
B.J.新闻学士 Bachelor of Journalism
B.L.S.图书馆学士 Bachelor of Library Science
B.M.E.机械工程学士 Bachelor of Mechanical Engineering B.M. or B.Mus.音乐学士
Bachelor of Music
B.P. or B.Phil.哲学士 Bachelor of Philosophy
B.S. 理学士 Bachelor of Science
B.S.A.农业科学学士 Bachelor of Science in Agriculture
B.V.S.兽医学士 Bachelor of Veterinary Science
Ed.B.教育学学士 Bachelor of Education
M.B.医学士 Bachelor of Medicine
Pe.B.小儿科学士 Bachelor of Pediatrics
Phar.B.药学士 Bachelor of Pharmacy
S.B.外科医学士 Bachelor of Surgery
B.D.S.牙医学士 Bachelor of Dental Surgery
A.M. or M.A.文学硕士 Master of Arts
A.M.S.W.社会工作硕士 Master of Arts in Social Work
Ed.M 教育学硕士 Master of Education

LL.M.法学硕士 Master of Laws
 M.Agr.农学硕士 Master of Agriculture
 M.B.A.企业管理硕士 Master of Business Administration
 M.D.S.牙医硕士 Master of Dental Surgery
 M.E.教育硕士 Master of Education
 M.F.A.美术硕士 Master of Fine Arts
 M.L.S.图书馆硕士 Master of Library Science
 M.S. or M.Sc.理学硕士 Master of Science
 M.S.E.工程科学硕士 Master of Science in Engineering
 Phar.M.药学硕士 Master of Pharmacy

Litt.D.文学博士 Doctor of Letters
 D.S. or D.Sc.科学博士 Doctor of Science
 D.C.L. 民法博士 Doctor of Civil Law
 D.Lit(t)文学博士 Doctor of Literature, or Letters
 Ed.D.教育学博士 Doctor of Education
 Eng.D.工程博士 Doctor of Engineering
 M.D.医学博士 Doctor of Medicine
 Phar.D.药学博士 Doctor of Pharmacy
 D.P.H.公共卫生博士 Doctor of Public Health
 D.D.S.牙科博士 Doctor of Dental Surgery
 D.V.M./V.M.D.兽医学博士 Doctor of Veterinary Medicine
 Ph.D.哲学博士 Doctor of Philosophy
 LL.D.法学博士 Doctor of Laws
 Lit.D.文学博士 Doctor of Arts in Literature
 A.F.D.美术博士 Doctor of Fine Arts
 D.D.神学博士 Doctor of Divinity
 D.Th. or D.Theol 神学博士 Doctor of Theology

27.附录 2 大学系别英汉名称对照

会计系	Dept. of Accounting
农业系	Dept. of Agriculture
农业经济系	Dept. of Agricultural Economics
农业化学系	Dept. of Agricultural Chemistry
农业工程系	Dept. of Agricultural Engineering
畜牧系	Dept. of Animal Husbandry
人类学系	Dept. of Anthropology
应用数学系	Dept. of Applied Mathematics
建筑系	Dept. of Architecture
考古学系	Dept. of Archaeology
天文系	Dept. of Astronomy

原子能系	Dept. of Atomic Energy
解剖系	Dept. of Anatomy
金融系	Dept. of Banking
工商管理系	Dept. of Business Administration
生物学系	Dept. of Biology
生物化学系	Dept. of Biochemistry
植物学系	Dept. of Botany
细菌学系	Dept. of Bacteriology
中文系	Dept. of Chinese
化学系	Dept. of Chemistry
化学工程系	Dept. of Chemical Engineering
控制工程系	Dept. of Control Engineering
电信工程系	Dept. of Communication Engineering
计算机科学系	Dept. of Computer Science
电脑资讯系	Dept. of Computer Information
土木工程系	Dept. of Civil Engineering
舞蹈系	Dept. of Dance
牙科学系	Dept. of Dentistry
营养学系	Dept. of Dietetics
外交学系	Dept. of Diplomacy
经济系	Dept. of Economics
教育系	Dept. of Education
工程系	Dept. of Engineering
环境工程系	Dept. of Environmental Engineering
英语系	Dept. of English
昆虫系	Dept. of Entomology []<QC:\P5S:DN0]
电子物理系	Dept. of Electrophysics
电子工程系	Dept. of Electronic Engineering
电机工程系	Dept. of Electrical Engineering
眼耳鼻喉系	Dept. of Eye, Ear, Nose and Throat
渔业学系	Dept. of Fishery
水产学系	Dept. of Fishery Technology
食品科学系	Dept. of Food Science
外语系	Dept. of Foreign Languages
森林系	Dept. of Forestry
遗传系	Dept. of Genetics
地理系	Dept. of Geography
地质系	Dept. of Geology
地球物理系	Dept. of Geophysics
历史系	Dept. of History
园艺系	Dept. of Horticulture
国际关系学系	Dept. of International Relations
国际贸易系	Dept. of International Trade

工业设计系	Dept. of Industrial Design
工业管理系	Dept. of Industrial Management
新闻学系	Dept. of Journalism
法律系	Dept. of Law
图书管理系	Dept. of Library Management
文学系	Dept. of Literature
机械工程系	Dept. of Mechanical Engineering
冶金系	Dept. of Metallurgy [\\P<C:S::DN0]
管理科学系	Dept. of Management Science
大众传播系	Dept. of Mass Communication
医学系	Dept. of Medical Science
海洋运输学系	Dept. of Marine Transportation
航海技术系	Dept. of Maritime Technology
数学系	Dept. of Mathematics
气象系	Dept. of Meteorology [\\P0:CU:\\T5S:DN0]
矿业系	Dept. of Mining
核子工程系	Dept. of Nuclear Engineering
护理系	Dept. of Nursing
航海学系	Dept. of Navigation
海洋科学系	Dept. of Nautical Science [\\Q5:C0E:S]
造船学系	Dept. of Naval Architecture
东方语言系	Dept. of Oriental languages
海洋学系	Dept. of Oceanography
海洋气象学系	Dept. of Ocean Meteorology
石油系	Dept. of Oil
药学系	Dept. of Pharmacology [\\G4:P:\\E5S:DN0]
病理学系	Dept. of Pathology
政治系	Dept. of Political Science
物理系	Dept. of Physics
体育系	Dept. of Physical Culture
生理学系	Dept. of Physiology
植物病虫害学系	Dept. of Plant Pathology
植物生理系	Dept. of Plant Physiology
哲学系	Dept. of Philosophy
电力物理系	Dept. of Power Physics
印刷系	Dept. of Printing
公共卫生学系	Dept. of Public Health
卫生工程学系	Dept. of Sanitary Engineering
土壤系	Dept. of Soil
纺织系	Dept. of Spinning
社会学系	Dept. of Sociology
测量系	Dept. of Survey
纺织工程系	Dept. of Textile Engineering
戏剧系	Dept. of Theatricals [\\I0\\3CT0E:SL]

运输管理系	Dept. of Transportation Management
兽医学系	Dept. of Veterinary Medicine
水利系	Dept. of Water Conservancy
水土保持系	Dept. of Water & Soil Maintenance Engineering
西方语言系	Dept. of Western Languages
动物学系	Dept. of Zoology

28.附录 3 常用职位英汉对照

Accounting Assistant	会计助理
Accounting Clerk	记帐员
Accounting Manager	会计部经理
Accounting Stall	会计部职员
Accounting Supervisor	会计主管
Acting President	代理总裁
Actor	演员
Actress	女演员
Adjunct Professor	副教授
Administration Manager	行政经理
Administration Staff	行政人员
Administrative Assistant	行政助理
Administrative Clerk	行政办事员
Advertising Staff	广告工作人员
Adviser	指导教师; 顾问
Airlines Sales Representative	航空公司定座员
Airlines Staff	航空公司职员
Announcer	播音员, 讲解员
Application Engineer	应用工程师
Architectural Engineer	建筑工程师
Architect	建筑师
Art Designer	美术设计师
Artist	美术家, 艺术家
Assayer	化验师
Assistant Dean	副院长
Assistant Engineer	助理工程师
Assistant Manager	经理助理
Assistant Plant Manager	副厂长
Assistant to the Dean	院长助理
Assistant to the President	校长助理
Associate Professor	副教授
Aurist	耳科医师
Ballet-dancer	芭蕾舞演员

Biological Engineer	生物工程师
Bond Analyst	证券分析员
Bond Trader	证券交易员
Business Controller	业务主任
Business Manager	业务经理
Buyer	采购员
Cashier	出纳员
Chancellor	大学校长; 大法官
Chemical Engineer	化学工程师
Chief Editor	总编辑
Chief Engineer	总工程师
Chief Nurse	护士长
Civil Engineer	土木工程师
Clerk Typist & Secretary	文书打字兼秘书
Clerk/Receptionist	职员/接待员
Columnist	报刊专栏作家
Commentator	评论员, 实况播音员
Computer Data Input Operator	计算机资料输入员
Computer Data Input Operator	电脑数据输入员
Computer Engineer	计算机工程师
Computer Operator	电脑操作员
Computer Processing Operator	计算机处理操作员
Computer System Manager	计算机系统部经理
Computer Training Staff	电脑训练人员
Computer Translator	电脑翻译员
Consulting Engineer	顾问工程师
Contractor	合同工
Copyreader	(出版社、报馆的) 编辑
Copywriter	广告文字撰稿人
Correspondent	记者
Dancer	舞蹈演员
Dean of General Affair	总务长
Dean of Studies	教务长
Decorator	装饰(璜)师
Dentist	牙科医生
Department Chairman	系主任
Deputy General Manager	副总经理
Dermatologist	[JD::P:\C5S:DN0KC] 皮肤科医生
Dietician	营养师
Doctor	医师
Doctress	女医师
Draftsman	制图员
Economic Research Assistant	经济研究助理
Editorial Assistant	助理编辑

Editor-in-Chief	总编辑
Editor	编辑
Electrical Engineer	电气工程师
Electrical Engineer	电机工程师
Electronics Engineer	电子工程师
Electronics Technician	电子技术员
Emeritus Professor	名誉教授
Engineer	工程师
Engineering Manager	工程部经理
Engineering Technician	工程技术员；工程技师
English Instructor/Teacher	英语教师
Export Sales Manager	外销部经理
Export Sales Staff	外销部职员
F.X. (Foreign Exchange) Clerk	外汇部职员
F.X. Settlement Clerk	外汇部核算员
Financial Controller	财务主任
Financial Reporter	财务报告人
Foreman	工头（领班）
Full-time Professor	专职教授
Fund Manager	财务经理；基金经理人
General Auditor	审计长
General Manager Assistant	总经理助理
General Manager/ President	总经理
General Manager's Secretary	总经理秘书
Guest Professor	客座教授
Gynecologist	妇科医师
Hardware Engineer	计算机硬件工程师
Hardware Engineer	硬件工程师
Herb Doctor	中医师
Host	节目主持人
Hostess	节目女主持人
Import Liaison Staff	进口联络员
Import Manager	进口部经理
Instructor	讲师
Insurance Actuary	保险公司核计员，理赔员
Interior Decorator	室内装饰（璜）师
Intern Doctor	见习医生
International Sales Staff	国际销售员
Interpreter	口语翻译
Journalist	新闻记者
Judicial Doctor	法医
Junior Engineer	初级工程师
Keypunch Operator	打卡员
Laboratory Technician	实验员

Lecturer	讲师
Legal Advisor	法律顾问
Librarian	图书管理员
Line Supervisor	生产线主管
Maintenance Engineer	维修工程师
Management Consultant	管理顾问
Manager for Public Relations	公关部经理
Manager	经理
Manufacturing Engineer	制造工程师
Manufacturing Worker	生产员工
Market Analyst	市场分析师
Market Development Manager	市场开发部经理
Marketing Assistant	销售助理
Marketing Executive	销售主管
Marketing Manager	市场销售部经理
Marketing Representative Manager	市场调研部经理
Marketing Representative	销售代表
Marketing Staff	市场销售员
Mechanical Engineer	机械工程师
Medical Technician	医疗技术人员
Mining Engineer	采矿工程师
Music Teacher	音乐教师
Naval Architect	造船工程师
Networking Integrated Engineer	网络互联工程师
Newsman	新闻记者
Nurse	护士
Obstetrician	产科医师
Optician	眼科医师
Office Assistant	办公室助理
Office Clerk	职员
Operational Manager	业务经理
Package Designer	包装设计师
Painter	画家
Part-time Teacher	兼职教师
Passenger Reservation Staff	乘客票位预订员
Pediatrician	儿科医师
Personnel Clerk	人事部职员
Personnel Manager	人事部经理
Pharmacist	药剂师
Photographer	摄影师
Physical Therapist	物理治疗师
Physician	内科医生
Plant / Factory Manager	厂长
Plastic Surgeon	整形医师

President	大学校长
Principal	中学校长
Product Manager	生产部经理
Production Engineer	产品工程师; 生产工程师
Professional Staff	专业人员
Professor	教授
Programmer	电脑程序员
Programming Manager	程序编制经理
Project Staff	项目策划人员
Proofreader	校对员
Psychiatrist	精神病医师
Purchasing Agent	采购员
Quality Control Engineer	质量管理工程师
R & D Engineer	研究开发工程师
Real Estate Staff	房地产职员
Recruitment Coordinator	招聘协调人
Regional Manger	地区经理
Reporter	记者, 通讯员
Research Assistant	研究助理
Research & Development Engineer	研究开发工程师
Resident Doctor	住院部医师
Restaurant Manager	饭店经理
Rhinologist	鼻科医师
Sales and Planning Staff	销售计划员
Sales Assistant	销售助理
Sales Clerk	店员、售货员
Sales Coordinator	销售协调人
Sales Engineer	销售工程师
Sales Executive	销售主管
Sales Manager	销售部经理
Sales Supervisor	销售监管
Salesperson	销售员
Secretarial Assistant	秘书助理
Secretary	秘书
Security Officer	安全人员
Seller Representative	销售代表
Senior Accountant	高级会计
Senior Agronomist	高级农艺师
Senior Consultant/Adviser	高级顾问
Senior Employee	高级雇员
Senior Engineer	高级工程师
Senior Secretary	高级秘书
Service Manager	服务部经理
Simultaneous Interpreter	同声传译员

Singer	歌手
Skilled Worker	技术工人
Software Engineer	计算机软件工程师
Staff Engineer	工程师
Structural Engineer	结构工程师
Superintendent	监督人, 主管
Supervisor	监管员; 导师
Surgeon	外科医师
Surveyor	测量员
Surveying Engineer	测量工程师
Systems Adviser	系统顾问
Systems Analyst	系统分析员
Systems Engineer	系统工程师
Systems Operator	系统操作员
Teacher	教师
Teaching Assistant	助教
Technical Controller	技术总监
Technical Editor	技术编辑
Technical Maintenance Staff	技术维修人员
Technical Translator	技术翻译
Technical Worker	技术工人
Technician	技术员, 技师
Telecommunication Executive	电信员, 电讯员
Telephonist / Operator	电话接线员、话务员
Tourist Guide	导游
Trade Finance Executive	贸易财务主管
Trainee Manager	培训部经理
Translation Checker	翻译核对员
Translator	翻译
Trust Banking Executive	银行高级职员
Tutor	导师, 家庭教师
Typist	打字员
Veterinarian	兽医
Vice President	副校长
Visiting Professor	客座教授
Word Processor Operator	文字处理操作员
Writer	作家

29.附录 4 工作能力英汉对照

Mature, dynamic and honest.

思想成熟、有活力、为人诚实。

Excellent ability of systematical management.

有极强的系统管理能力。

Ability to work independently.

能够独立工作。

A person with ability plus flexibility should apply.

需要有能力及适应力强的人。

A stable personality and high sense of responsibility are desirable.

需要个性稳重、具高度责任感的人。

Work well with a multicultural work force.

能够和不同文化的人一起出色地工作。

Bright, aggressive applicants.

开朗、有进取心的应聘者。

Ambitious attitude essential.

要有雄心壮志。

Willing to work under pressure with leadership quality.

愿意在压力下工作，并具领导素质。

Willing to assume responsibilities.

应聘者须勇于挑重担。

Mature, self-motivated and strong interpersonal skills.

思想成熟、上进心强，并具有丰富的人际关系技巧。

Energetic, fashion-minded person.

精力旺盛、思想新潮的人。

Strong determination to succeed.

有获取成功的坚定决心。

Strong leadership skills.

有极强的领导才能。

Ability to work well with others.

能够和他人一道很好地工作。

Highly-motivated and reliable person with excellent health and pleasant personality.

需要上进心强、可靠、身体健康和性格开朗的人。

The ability to take initiative and operate independently.

积极主动、并能独立工作的人。

Strong leadership skill while possessing a great team spirit.

有很强的领导才能并具很强的集体精神。

Be highly organized and efficient.

工作很有条理，办事效率高。

Willing to learn and progress.

肯学习进取。

Good presentation skills.

有良好的表达能力。

Positive active mind essential.

思想不消极、头脑灵活。

Ability to deal with personnel at all levels effectively.

善于同各种人员打交道。

Have positive work attitude and be willing and able to work diligently without supervision.

有积极的工作态度，愿意并能够在没有监督的情况下勤奋地工作。

Young, bright, energetic with strong career ambition.

年轻、聪明、精力充沛，并有很强的事业心。

Good people management and communication skills. Team player.

有良好的人员管理和交际能力。有集体合作精神。

Be able to work under high pressure and time limitation.

能够在高压下并有时间限制的条件下工作。

Be elegant and with nice personality.

举止优雅、个人性格好。

With good managerial skills and organizational capabilities.

有良好的管理艺术和组织能力。

The main qualities required are preparedness to work hard, ability to learn, ambition and good health.

主要必备的素质是能吃苦耐劳、学习能力强、有事业心并且身体健康。

Having good and extensive social connections.

具有良好而广泛的社会关系。

Being active, creative and innovative is a plus.

思想活跃、有首创和革新精神尤佳。

With good analytical capability.

有较强的分析能力。

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