

面试

单词

词汇	发音	词性	翻译
attach	[us]ə'tætʃ [uk]ə'tætʃ	verb	附加, 附上
reach	[us]ri:tʃ [uk]ri:tʃ	verb	与.....交流
reference	[us]'refrəns [uk]'refrəns	noun	介绍信, 推荐信
response	[us]rɪ'spɑ:ns [uk]rɪ'spɒns	noun	回答, 答复
CV	[us],si: 'vi: [uk],si: 'vi:	noun	简历
duty	[us]'du:ti [uk]'dju:ti	noun	职责, 值班
description	[us]dɪ'skrɪpʃn [uk]dɪ'skrɪpʃn	noun	类型
title	[us]'taɪtl [uk]'taɪtl	noun	标题
education	[us],edʒu'keɪʃn [uk],edʒu'keɪʃn	noun	教育
experience	[us]ɪk'spɪəriəns [uk]ɪk'spɪəriəns	noun	经验
salary	[us]'sæləri [uk]'sæləri	noun	薪水, 工资, 报酬
benefit	[us]'benɪfɪt [uk]'benɪfɪt	noun	利益, 好处, 有利的影响
goal	[us]ɡoʊl [uk]ɡəʊl	noun	球门
résumé	[us]'rezəmeɪ [uk]'rezjumeɪ	noun	摘要, 概要, 简历

responsibility	[us]rɪˌspɑːnsəˈbɪləti [uk]rɪˌspɒnsəˈbɪləti	noun	责任, 负担, 职责
opportunity	[us]ˌɑːpərˈtuːnəti [uk]ˌɒpəˈtjuːnəti	noun	机会, 良机
available	[us]əˈveɪləbl [uk]əˈveɪləbl	adj.	可利用的, 有空
position	[us]pəˈzɪʃn [uk]pəˈzɪʃn	noun	职务, 职位
benefit	[us]ˈbenɪfɪt [uk]ˈbenɪfɪt	noun	利益, 好处, 有利的影响
interview	[us]ˈɪntərvjuː [uk]ˈɪntəvjuː	noun	面试
strength	[us]streŋθ [uk]streŋθ	noun	优势, 长处
weakness	[us]ˈwiːknəs [uk]ˈwiːknəs	noun	虚弱, 弱点, 薄弱, 软弱
impression	[us]ɪmˈpreʃn [uk]ɪmˈpreʃn	noun	影响
environment	[us]ɪnˈvaɪrənmənt [uk]ɪnˈvaɪrənmənt	noun	环境
compensation	[us]ˌkɑːmpenˈseɪʃn [uk]ˌkɒmpenˈseɪʃn	noun	补偿金, 赔偿金, 弥补
package	[us]ˈpækɪdʒ [uk]ˈpækɪdʒ	noun	包裹
fit	[us]fɪt [uk]fɪt	noun	配、合适
process	[us]ˈprɑːses [uk]ˈprəʊses	noun	过程, 程序, 步骤, 工序

回应一则招聘广告

让我们学习如何写招聘广告回复。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/70/8/v/15708/5.3> Scene 1.mp4

[NINA] I am so tired.
[NINA] I haven't had a day off since I opened the shop.
[NINA] I need a sales assistant.

[NINA] I know what I'm looking for.
[NINA] Someone with sales experience.
[NINA] Someone who's interested in fashion and design.
[NINA] They've got to be good with people - and oh, yeah, hardworking, motivated, with clear career goals.
[NINA] Maybe a bit too high expectations.
[JOE] Hi.
[NINA] Hi, Joe. Thanks for coming.
[JOE] Thank you.
[NINA] Please have a seat.
[NINA] Right. So, let me just find your CV. Here it is.
[NINA] So maybe you could start by telling me a little bit about yourself.
[JOE] Well, I just finished my A levels, but I won't be going to uni until next year.
[NINA] I can see here that you have some sales experience.
[JOE] Yeah. Sports shop.
[NINA] And it says that you've only been there for four months.
[NINA] So, why do you want to leave?
[JOE] Well, it's, uh ... it's my boss, really.
[NINA] Oh. What do you mean?
[JOE] Well, he's a difficult man.

sales assistant 销售助理
sales experience 销售经验
interested in fashion and design 对时装设计感兴趣
hardworking 勤奋
motivated 有积极性
clear career goals 明确的职业目标
high expectations 很高的期待
CV 简历

招聘广告

网上、报纸的分类栏和专业杂志中都有招聘广告。典型的广告通常含有以下信息：	
Job title (工作名称)	
office manager	办公室经理
Job description (工作说明)	
Manage office operations and supervise staff of 20.	管理办公室运营并监督20名员工。
Job duties (工作职责)	
Maintain office staff by hiring and training employees. Assign and monitor tasks among office staff.	通过招聘和培训员工来维持办公室职员队伍。向办公室职员分派任务并进行监督。

Education/experience (教育/经历)	
Business degree or equivalent.	商科学历或同等学历。
Knowledge of management practices and procedures.	了解管理实践与规程。
Knowledge of human resources practices and procedures.	了解人力资源实践与规程。
Computer skills and knowledge of office software.	具备计算机技能和办公软件知识。
Salary and benefits (薪水和福利)	
\$65K annually	每年65,000美元

请选择正确的词。 We're looking for hardworking, (experience / education / motivated) employees.

They're offering an annual (salary / sale / goal) of \$ 45K.

You must have at least three years' sales (expectation / experience / assistant) to apply.

She knows exactly what she wants. She has clear career (goals / descriptions / designs) .

Can you tell me about your (description / education / expectation) and experience?

If you read the job description, you will see what the job (designs / titles / duties) are.

Truth: motivated; salary; experience; goals; education; duties

Resume 与 CV

在美式英语中， resume 是工作经历和资历的概述，用于求职；而 CV (curriculum vitae) 则是较为详尽和冗长的概述，多用于学术和科研方面的申请。	
Could you email me your resume?	能否把你的简历通过电子邮件发给我？
在英式英语中， CV 是用于表示 resume 的使用更为广泛的词语，尽管 resume 也得到了应用。	
I've had a look at your CV, and I'm impressed.	我看过了你的简历，给我很深的印象。
Would you mind sending me your resume?	你介意把你的简历发给我吗？

阅读课文，然后回答问题。 jobfind.org **Home** | **Jobs** | **Category** | **News** | **Gallery** |

About**Opportunity for hardworking, motivated person, interested in fashion**Job title: sales assistantHours: Mon-Sat, 6-8 hours per day. Flexibility important.Pay: \$15 per hourJob description: Sales assistant in a small women's clothing shop. Workclosely with boss/owner.Duties and responsibilities: Opening and/or closing shop. Helping customers.Organizing clothing. Customer sales.Education/experience: High school diploma or equivalent. 1-2 years' salesexperience.Please email your resume to: nina@fashionstop.comContact Us | Terms and Conditions | About Us | Services

请把词条移至正确的间隔处。(Opportunity) for hardworking, motivated person, interested in fashion

Job title: sales (assistant)

Hours: Mon-Sat, 6-8 hours per day. (Flexibility) important.

Pay: \$15 per hour

Job (description) : Sales assistant in a small women's clothing shop. Work closely with boss/owner.

Duties and (responsibilities) : Opening and/or closing shop. Helping customers. Organizing clothing. Customer sales.

Education/(experience) : High school diploma or equivalent. 1-2 years' sales experience.

Please email your resume to: nina@fashionstop.com

回应招聘广告

回应招聘广告的一种方法是发送电子邮件，并附上你的简历。邮件应以正式称呼开头。如果你不知道对方的姓名，可使用以下表达方式：	
To whom it may concern:	敬启者：
接下来，说明你要应聘的职位，以及你是在哪里看到该职位的招聘广告的。	
I am writing in response to your online ad for an office manager.	我写信给您是因为看到了贵司在网上的 办公室经理招聘广告。
然后，简短地介绍自己的一些正面情况。	
I am very interested in the position.	我对这个职位非常感兴趣。
I am hardworking and motivated.	我很勤奋上进。

你可以说明自己是否已附上简历。	
I have attached my resume.	我已随信附上我的简历。
请勿忘记说明你有空 接听电话和接受面试。	
I am available for an interview anytime in the next few weeks. You can reach me at 760-320-4246.	接下来的几周中，我随时可以接受面试。你可以打电话给我，号码是760-320-4246。
最后，以积极的措辞结束邮件。	
I look forward to hearing from you.	期待您的回信。

阅读课文，然后回答问题。 Job

applicationFrom:mike.briggs@fastshop.netTo:hr@superbuy.comTo whom it may concern:I am writing in response to your online ad for a store manager. I have a lot of experience in the business and am very interested in the position. I am very motivated. I have attached my resume to this email.I am available for an interview anytime. You can reach me on my cellphone at 615-734-8923.Thank you very much, and I look forward to hearing from you.Sincerely,Mike Briggs

请把词条移至正确的间隔处。 To whom it may concern:

I am writing in (response) to your online ad for a store manager. I have a lot of experience in the business and am very interested in the (position) . I am very motivated. I have (attached) my resume to this email.

I am (available) for an interview anytime. You can (reach) me on my cellphone at 615-734-8923. Thank you very much, and I look (forward) to hearing from you.

Sincerely,

Mike Briggs

假装您是计算机编程方面的专家。申请经理的职务。我们会严肃地对待您的隐私。请勿将关于自己的个人信息（种族、宗教、健康状况等）与别人分享。

输入到输入框。请写 40-70 个单词。

Example:

I am writing in response to your online ad for a computer programmer. I have a certificate in computer programing and three years' experience in the business. I am a hardworking, motivated person, and I love a challenge. I have attached my resume.

You can reach me anytime at 495-555-0921.

I look forward to hearing from you.

Sincerely,

Lisa Hayes

安排面试时间

你将练习安排面试时间。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/70/9/v/15709/5.3> Scene 2.mp4

[NINA] So, Ms. Calton.
[NINA] I've asked you so many questions.
[NINA] Do you have any questions for me?
[REBECCA] Yeah, sure. I was wondering, what are the work hours?
[NINA] Yeah, the shop's open from 10 till 8 Monday through Saturday.
[NINA] I'm looking for someone who can work four days a week, and that will include some Saturdays.
[REBECCA] Oh, so you work on weekends.
[REBECCA] Okay. What is your overtime policy?
[NINA] We don't really have one.
[NINA] It's a small shop, so I'm looking for someone who can be flexible here.

work hours 工作时间
open from 10 till 8 上午10点至晚上8点开放
Monday through Saturday 星期一至星期六
four days a week 每周四天
include some Saturdays 包括部分星期六
work on weekends 周末加班
overtime policy 加班政策
flexible 灵活的

职位详细信息

回应招聘广告之后，招聘公司可能会在安排面试前打电话问你一些问题。你也可以借此机会提出一些问题，以确定是否值得自己去面试。此次初步交谈可能会涉及的话题有：	
your availability or the start date	你何时有空来上班或开始上班的日期
a full-time or part-time position	做全职还是兼职
working hours	工作时间
compensation and benefits	薪酬与福利
overtime policy	加班政策
job responsibilities	工作职责

请听音频。请把词条移至正确的间隔处。 LINDA: Hi, Fred. This is Linda Jenkins calling from World Tea.

FRED: Oh, hello. I'm happy to hear from you.

LINDA: Good. Listen: We looked at your (resume) , and we think that you should come in for an (interview) . But first, I'd just like to ask you a couple of questions.

FRED: OK.

LINDA: Would you be (available) to start on April 23rd?

FRED: Why, yes, I think so.

LINDA: Great. And are you more interested in a full-time or (part-time) position?

FRED: Um, well, does the part-time position include (benefits) ?

LINDA: No, I'm sorry.

FRED: Well, I would only be interested in a full-time (position) .

LINDA: OK, then. Let's talk about a good day to have you come in for an interview.

电话用语

当你致电某个公司时，接电话的前台常常会先报公司的名称。接电话的人可能也会先自报姓名。	
Good morning. Marklex Company. How can I help you?	早上好。这里是Marklex公司。 有什么需要帮忙的吗？
Hello. Peter Cass speaking.	你好。我是彼得·卡斯。
然后，打电话的人会请求与某人通话，或与正在接电话的人打招呼。	
Yes, I'd like to speak with Peter Cass in Human Resources.	嗯，我想找人力资源部的彼得·卡斯。
Oh, hello, Peter. It's Jerry Adamson.	哦，你好，彼得。我是杰里·艾德森。

|

前台可能会问你是谁。	
Can I ask who's calling, please?	我能问一下你是哪位吗?
前台可能会请你稍等片刻, 或问你是否需要留言。	
Hold on a moment.	请稍等。
I'm sorry. Mr. Cass is not available. Would you like to leave a message?	很抱歉, 卡斯先生现在没空。你要留言吗?
当你办完事情以后, 前台可能会问你是否有别的事。	
Is there anything else I can help you with?	还有什么我能帮忙的吗?

请把词条移至正确的间隔处。 RECEPTIONIST: Good morning. Citizen Bank. How can I help you?

MS. SMITH: Yes, I'd like to (speak) with Pat Crosby.

RECEPTIONIST: Who's (calling) , please?

MS. SMITH: It's Sandy Smith from Delight Restaurant.

RECEPTIONIST: (Hold) on a moment, please. I'm sorry, Ms. Smith, but Mr. Crosby is not (available) . Would you like to leave a (message) ?

MS. SMITH: Yes. Please tell him that I received the papers he sent me.

RECEPTIONIST: Certainly. Is there (anything) else I can help you with?

MS. SMITH: No, that's it. Thank you.

RECEPTIONIST: You're very welcome. Have a good day.

安排面试

使用该表达, 打电话安排一次面试。	
I'm calling to schedule an interview.	我打电话是要安排一次面试。
使用这些表达商定面试时间。	
A: When would you like to come in?	你想什么时间来面试?
B: How about Thursday afternoon?	星期四下午怎么样?
A: I can see you Thursday afternoon at 3. Is that good for you?	我可以在星期四下午3点见你。你方便吗?
B: Yes, that works for me.	是的, 方便。

安排好预约后，另一方或双方应对时间进行确认。	
A: OK. I've got you scheduled for Thursday afternoon at 3.	好的。我将你安排在星期四下午3点。
B: Yes, that's correct.	是的，没错。
A: Great. We'll see you on Thursday.	很好。我们星期四见。
B: Thank you very much.	非常感谢。

求职面试

你将要学习如何面试一份工作。

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/71/0/v/15710/5.3> Scene 3.mp4

[KATE] Work experience?

[KATE] Um, none.

[KATE] To be honest, this is my first job interview.

[NINA] So what are your career goals?

[KATE] Career goals?

[NINA] You know - what are you interested in?

[KATE] Oh.

[KATE] Well, I haven't really thought about that.

[KATE] Something in fashion, that's for sure. Well, first I just need to get some more work experience.

[NINA] Okay. So, what are some of your strengths?

[KATE] I'm great with people, I'm hardworking and I'm a quick learner.

[NINA] Joe.

[NINA] Checked his references ...

[NINA] His boss says he's lazy and has been pretty unreliable.

[NINA] And then there's Rebecca.

[NINA] Oh! I mean, Ms. Calton.

[NINA] She's got sales experience, but she is inflexible and a bit unfriendly.

[NINA] And Kate.

[NINA] Nice girl.

[NINA] I really liked her, but no work experience and no career goals.

[NINA] I'm afraid I'm going to have to start over and look for more applicants.

to be honest 老实说
that's for sure 那是肯定的。
strengths 优势
great with people 善于与人相处
quick learner 学得很快
references 推荐信
unreliable 不可靠
inflexible 不会变通
applicants 应聘者

请选择正确的词。 To be (unreliable / strength / honest) , I don't have a lot of work experience.

What would you say is one of your biggest (references / applicants / strengths) ?

I don't have a lot of work experience, but I'm a quick (learner / applicant / reference) .

He included three (applicants / references / strengths) with his resume.

We need someone who isn't so (inflexible / reliable / honest) .

I've already interviewed six (references / applicants / learners) for the position.

Truth: honest; strengths; learner; references; inflexible; applicants

过去完成时

使用过去完成时，表述两件过去事情发生的先后顺序。过去完成时由 had + 动词过去分词 组成。 Had 的缩写形式为 'd。注意以下例句中事情发生的顺序。	
When he arrived at the interview, Mr. Jones had gone.	当他到达面试地点时，琼斯先生已经走了。
I'd sent my resume before I went to the interview.	我先发了简历，然后去参加面试。
She'd already applied for the job when she saw the terrible salary.	在看到糟糕的薪水时，她已经申请了那份工作。
句中含有 before 或 after 之类的时间连接词时，由于时间关系已经很清楚，因此不一定使用过去完成时。在这些情况下，你可以使用一般过去时。	
He sent his resume before he went to the interview.	去面试前，他先寄送了自己的简历。
He flew to New York after he got the job.	他在找到工作后飞去了纽约。

请选择 **before** 或 **after** 来完成下列句子的填空。注意在过去完成时态中动词的词形。请选择正确的词。She had applied for 10 jobs (before / after) she was even offered an interview.

She felt really sad (before / after) she had failed the interview.

He got the job (before / after) they had checked his references. The company wanted to be careful.

They interviewed her three times (before / after) she got the job.

You should send the company your resume (before / after) you go for an interview.

They went to a nice restaurant to celebrate (before / after) he got the job.

Truth: before; after; after; before; before; after

请把词条移至正确的间隔处。(After) he had sent out more than 20 resumes, he finally got an interview. (Before) he was interviewed in person, he had two interviews on the phone. After he (had) been interviewed three times, by different managers, he was finally (hired) . After he had worked at the company for six months, he (quit) .

阅读有关求职面试的建议。请选择正确的答案。jobfind.orgHome |Jobs| **Category** | **News** | **Gallery** | **About**Job interviews are stressful. You want to present yourself in the bestpossible way. Here is some advice about what to do and what not to do.Dos: * Be on time for the interview – arrive 10 minutes early. * Dress professionally. * Answer all questions slowly and calmly. * Look your interviewer in the eye. * Ask for clarification if you need to. * Write a thank-

you email after the interview. Don'ts * Don't chew gum or smell like smoke. * Don't allow your cellphone to ring. * Don't say bad things about old jobs. * Don't be dishonest. * Don't ask about money right away. * Don't act nervous. [Contact Us](#) | [Terms and Conditions](#) | [About Us](#) | [Services](#)

请把词条移至正确的间隔处。 Be (on time) for the interview – arrive 10 minutes early.

Dress (professionally) .

Look your interviewer (in the eye) .

Don't allow your (cellphone) to ring.

Don't chew gum or (smell) like smoke.

Don't act (nervous) .

观看视频，学习语言用法。 <https://cns2.ef-cdn.com/Juno/15/71/0/v/15710/5.3> Scene 3.mp4

[KATE] Work experience?

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[NINA] So what are your career goals?

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[NINA] You know – what are you interested in?

[KATE] Oh.

[KATE] Well, I haven't really thought about that.

[KATE] Something in fashion, that's for sure. Well, first I just need to get some more work experience.

[NINA] Okay. So, what are some of your strengths?

[KATE] I'm great with people, I'm hardworking and I'm a quick learner.

[NINA] Joe.

[NINA] Checked his references ...

[NINA] His boss says he's lazy and has been pretty unreliable.

[NINA] And then there's Rebecca.

[NINA] Oh! I mean, Ms. Calton.

[NINA] She's got sales experience, but she is inflexible and a bit unfriendly.

[NINA] And Kate.

[NINA] Nice girl.

[NINA] I really liked her, but no work experience and no career goals.

[NINA] I'm afraid I'm going to have to start over and look for more applicants.

So what are your career goals? 那你的职业目标是什么?

What are you interested in? 你对什么感兴趣?

So, what are some of your strengths? 那么, 你的优势有哪些?

I'm great with people. 我善于与人相处。

I'm hardworking. 我很勤奋。

I'm a quick learner. 我学得很快。

回答面试问题

在面试中，虽然有些问题可能会出乎你的意料，但有些常规的问题还是可以事先准备好的。这里有一些例子。	
A: Could you tell me a little more about your work experience?	你能跟我多介绍一下你的工作经历吗？
B: I've been working in the fashion industry for three years.	我在时尚产业工作了三年。
A: Why are you interested in this position?	你为什么对该职位感兴趣？
B: I'm interested because it offers a chance to work in an exciting company.	我之所以感兴趣，是因为它提供了在一家令人兴奋的公司工作的机会。
A: What are some of your strengths and weaknesses?	你有哪些优点和缺点？
B: Well, I'm very hardworking and motivated. Sometimes I get a little too excited - I don't like to wait.	嗯，我工作努力积极。有时有点兴奋过头，我不喜欢等待。
文化点：在被要求介绍缺点时，试着从积极的角度说明自己的缺点。	

面试通常包含有关你职业目标的问题。	
A: What are your career goals?	你有什么职业目标？
B: I'd like to start my own business.	我想成立自己的公司。
A: Please tell me a little bit more about your short-term and your long-term goals.	请稍微跟我说说你的短期目标和长期目标。
B: Short term, I'd like to improve my skills. Long term, I'd like to get into management.	短期来说，我想提高自己的能力。长期来说，我想进入管理层。
A: Where do you see yourself in, say, five or 10 years' time?	假定五到十年后，你认为自己会做什么？
B: I'd like to run my own company.	我想管理自己的公司。

请把词条移至正确的间隔处。 INTERVIEWER: What do you think are some of your strengths and (weaknesses) ?

APPLICANT: Well, one of my biggest strengths is my ability to work with others. I'm a great team (player) .

INTERVIEWER: And weaknesses?

APPLICANT: Well, sometimes I just get too (excited) about things. I want everything to happen quickly.

INTERVIEWER: I see. And why do you want to work for this company?

APPLICANT: Because you're number one. You have no real (competition) that I can see.

INTERVIEWER: And what are your career (goals) - say, in two or three years?

APPLICANT: I see myself in a (management) position.

结束面试

你将要学习如何问问题并结束一个面试。阅读如何结束面试。阅读课文，然后回答问题。

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请选择正确的词。 The (office environment / business degree / job advertisement) is friendly but serious. People work hard.

It leaves a bad (compensation / hiring process / impression) to ask about salary at the beginning.

When requested, give two names as your personal (benefits / long-term goals / references) .

The interviewer said I was (a good fit / an impression / the compensation) for the position.

The (hiring process / benefits package / job responsibility) includes health insurance and paid vacation time.

The company offered excellent (compensation / reference / knowledge) , so I accepted the job.

The (impression / phone message / hiring process) took a month, from interview to final decision.

Truth: office; environment; impression; references; a; good; fit; benefits; package; compensation; hiring; process

问面试问题	
在面试过程中，你一定要问一些问题。这显示出你对这个职位感兴趣和好奇。间接问题通常比直接问题更有礼貌。看一下这些例子。	
直接：	
What is the salary?	工资是多少？
间接：	
Can you tell me what the salary is?	您能告诉我工资是多少吗？
这是更多一些间接问题的例子。	
Could you tell me what the office environment is like?	您能告诉我办公环境是怎样的吗？
Could you explain how decisions are made?	您能解释一下决策是如何制定的吗？
Can you tell me who the team members are?	您能告诉我团队成员都是谁吗？

你也可以用这些表达方式来问间接问题。	
Could you tell me a little more about the benefits package?	有关福利您能多跟我讲一点吗？
I was wondering about the salary range.	我想知道薪金范围是什么。
Would you mind telling me more about your overtime policy?	您介不介意多跟我讲一些你们的加班政策？

请选择正确的词。 Can you (tell / explain / mind) me what the salary is?

Could you (explain / wonder / mind) how decisions are made?

I was (wondering / telling / minding) about the salary range.

Would you (mind / explain / wonder) telling me more about the benefits package?

Could you (tell / explain / wonder) me about the office environment?

Would you mind (explaining / telling / wondering) how the hiring process works?

Truth: tell; explain; wondering; mind; tell; explaining

结束面试	
在面试的结尾，习惯是站起来握手。这是一些有用的离开的方法。首先，感谢你的面试官。	
首先，对面试官表示感谢。	
It was very nice to meet you.	很高兴跟您见面。
Thank you for the opportunity to interview with your company.	感谢有机会来您的公司面试。
表达你对职位的兴趣，提议提供更多的信息，并告别。	
I enjoyed talking with you about the position.	我很喜欢和您谈论这个职位。
Please let me know if there's any other information I can provide.	请告知是否有我能提供的任何其他信息。
I look forward to hearing from you soon.	希望能早日收到您的消息。

请选择正确的词。 It was very nice to (meet / talk / hear) you.

Thanks for the (opportunity / benefit / position) to interview for the job.

I enjoyed talking with you about the (position / package / benefit) .

I look forward to (hearing / explaining / telling) from you soon.

Please let me know if there's any (information / opportunity / position) you need.

Truth: meet; opportunity; position; hearing; information