

# 外企面试被问"你的优缺点是什么?"



## 优点:



### Strong Sense of Responsibility

I possess a strong sense of responsibility. Once I set a goal, I devote all my efforts until it is accomplished. I believe in seeing things through from start to finish, and that's why my friends and colleagues around me consider me a reliable person. They feel confident entrusting tasks to me, and as a result, I have built relationships with many responsible individuals. We can trust each other and progress together. When it comes to work, I always strive to give my best effort and ensure tasks are completed without giving up halfway.

### 责任心强

我是一个有很强的责任感的人。一旦确定了目标，我会用上自己全部的力量，直到完成，我认为做事情就一定要有始有终所以在我身边的朋友/同事都觉得我是一个比较靠谱的人，会很放心把一件事情交给我做，因此我也交到了很多有责任感的朋友们，我们可以彼此信任，一同进步!对待工作我一定会尽我所能来完成，不会半途而废



## Powerful Learning Abilities

In my previous roles, I honed a diverse set of skills, including copywriting, user surveys, topic planning, event planning, and data analysis. I am adept at swiftly planning, producing, and managing content according to operational goals at different stages. As a result, upon starting a new job, I possess the ability to quickly adapt and get up to speed.

### 强大的学习能力

在之前的工作中，我培养了文案撰写、用户调查、选题策划、活动策划和数据分析等多方面的能力。我能够根据不同阶段的运营目标，迅速进行内容的策划、生产和运营。因此，在开始新的工作后，我具备快速适应和上手的能力



## Reliable

Whether it's tasks assigned by leaders or helping friends, I consistently deliver on time and in the specified quantity. I have a proficiency in reflection and summarization, ensuring the quality of the output.

### 可靠

不论是领导吩咐的任务还是给朋友帮忙都能按时按量完成，并且擅长反思和总结，能够保证产出的质



## Outgoing and Sociable

In terms of personality, I am an outgoing and sociable individual, always eager to establish communication and engage with others. I enjoy listening to others' ideas and actively participating in conversations. Colleagues and friends alike consider me an easygoing person, and I find that this personality trait contributes to maintaining strong interpersonal relationships, resulting in the formation of numerous friendships. In the workplace, I am committed to fostering a positive atmosphere for the team and ensuring harmonious development.

### 外向开朗

性格上，我是一个外向开朗的个体，乐于与他人建立沟通和交流。我喜欢倾听他人的想法，并且能够积极参与谈话。同事和朋友都认为我是一个随和的人，我发现这种性格有助于保持良好的人际关系，并因此结交了许多朋友。在工作中，我致力于为团队提供积极的氛围，维护团队的和谐发展



## Effective Communicator

I possess strong communication skills, being able to smoothly receive and convey information. My expressive abilities are robust, with clear logic, and I am adept at engaging in effective communication with others.

### 善于沟通

我具备良好的沟通能力，能够顺畅地接收和输出信息。我的表达能力强，逻辑清晰，善于与他人交流。

## 缺点:

### ✓ Difficulty in Refusing Others

In the workplace, I sometimes find it challenging to say no, especially to familiar individuals. To improve in this aspect, I am planning to enhance my communication skills and more effectively manage my work schedule to prevent external factors from influencing my decisions.

#### 不擅拒绝他人

在工作中，我有时候难以拒绝别人，尤其是熟悉的人。为了改善这一点，我计划提高自己的沟通能力，并更有效地安排工作计划，以免被外部因素所影响。

### ✓ Overemphasis on Details

I acknowledge that at times, I tend to place excessive emphasis on details, which may impact overall progress and result in decreased efficiency. To address this, I have implemented measures to enhance my time management skills, aiming to precisely identify key aspects in the early stages of a project. After establishing a basic framework, I take swift action and continuously reflect and adjust throughout the process, optimizing to propel the project forward more efficiently.

#### 过分注重细节

我承认我有时候会过分注重细节，可能会影响整体进度，导致效率降低。为了改善这一点，我已经采取了一些措施来提高时间规划能力，尽可能在项目的早期阶段精确把握重点。我会在确立基本框架后迅速行动，并在行动过程中不断反思总结，进行调整和优化，以更高效地推进项目。





## Sensitive

At times, I may tend to overthink and be easily influenced by others. However, this sensitive trait also grants me a heightened perceptiveness and strong empathy, making it easier for me to understand others' needs. I recognize this aspect and am actively working to balance maintaining sensitivity while learning to manage my emotions more effectively. This enables me to express myself in a way that is conducive to team collaboration and work efficiency.

### 敏感

有时候，我可能会想得太多，容易受到别人的影响。然而，这个敏感的特质也让我具备更细腻的感知能力和强烈的同理心，使我更容易理解他人的需求。我认识到这一点，并正在努力在保持敏感度的同时，学会更好地管理自己的情绪，以更有利于团队合作和工作效率的方式表达自己。



## Lack of Confidence

I have an introverted personality and struggle with self-confidence. For instance, I used to be afraid of public speaking, so I proactively practiced and exercised to overcome this fear. Now, I can express myself confidently and logically. Continuously achieving small breakthroughs has been the source of my growing confidence.

### 不够自信

我性格内向，不太自信。比如之前害怕公开演讲，于是我提前练习、多加锻炼，现在可以自如、有逻辑地表达了。不断地取得一个个小小的突破，是我自信的来源。



## Introverted

I may feel some pressure in face-to-face communication, but I actively participate in various competitions and team activities to engage in communication and collaboration proactively. This process has not only allowed me to acquire numerous skills but has also expanded my interpersonal network, leading to the formation of many friendships. Through these experiences, I have gradually become more confident, developed stronger social skills, and created more opportunities for personal and professional growth.

### 内向

在面对面交流时，我会感到一些压力，但我积极参加各种比赛和团队活动，以主动参与沟通和协作。这一过程不仅使我学到了许多技能，还拓展了我的人际网络，结交了很多朋友。通过这些经历，我逐渐变得更加自信，培养了更强的社交能力，为个人和职业发展创造了更多机会。



## Lack of Initiative

I tend to be overly concerned about others' opinions and can be somewhat hesitant in my approach. In addressing this, I am working on studying and organizing the key factors of tasks. I start by independently considering how to proceed, then seek input from others, ultimately combining their insights to derive the optimal solution.

### 缺乏主见

我做事太在意他人的看法，有点畏手畏脚。在学习梳理做事的关键因素同时先自己思考怎么做、再请教他人，综合得出最佳方案。