

最常用

求职英语
900句

ENGLISH

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FOR JOB INTERVIEWS



金盾出版社

JINDUN CHUBANSHE

最常用求职英语900句

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金 盾 出 版 社

内 容 提 要

本书围绕英语求职所涉及的各方面活动编写,以 900 个重点句型和 AB 两组口语对话为主要形式,内容包括求职中使用英语会话的各种情景,分为面试准备、面试实况战略、远程面试、面试话题等 4 章 26 单元,适用于相关人员和广大英语学习者。

图书在版编目(CIP)数据

最常用求职英语 900 句/李晓丹,高祥薇主编. —北京:金盾出版社,2008. 9

ISBN 978-7-5082-5147-9

I. 最… II. ①李…②高… III. 职业选择—英语—口语
IV. H319. 9

中国版本图书馆 CIP 数据核字(2008)第 071290 号

金盾出版社出版、总发行

北京太平路 5 号(地铁万寿路站往南)

邮政编码:100036 电话:68214039 83219215

传真:68276683 网址:www. jdcbs. cn

封面印刷:北京精美彩色印刷有限公司

正文印刷:北京外文印刷厂

装订:大亚装订厂

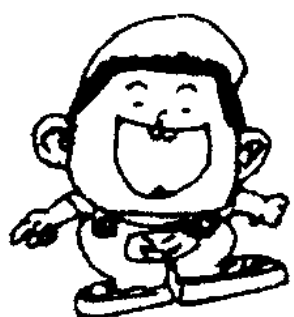
各地新华书店经销

开本:880×1230 1/64 印张:3.5 字数:123 千字

2008 年 9 月第 1 版第 1 次印刷

印数:1—11000 册 定价:7.00 元

(凡购买金盾出版社的图书,如有缺页、
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随着社会的发展，中国对外交往越来越频繁，外资与合资企业越来越多，进入外企工作日益成为人们谋求职业的热门选择，英语也因此越来越显现出它在求职面试方面的重要作用。在这种情况下，熟练掌握面试求职中的常用英语就变得尤为重要。

有些求职者的专业能力很强，英语水平也不差，但是在求职过程中却屡遭失败，原因就在于没能够掌握求职英语的技巧。求职面试的过程不仅是招聘单位与面试者双方深入了解的过程，更是求职者自我推销的一个机会。因此，求职者必须熟悉并掌握使用英语面试的有关知识和技巧。

本书围绕英语求职所涉及的各方面活动缩写，

以 900 个重点句型和 AB 两组口语对话为主要形式,内容包括求职中使用英语会话的各种情景,分为面试准备、面试实况战略、远程面试和面试话题四个章节,内容全面实用、结构系统完善、语言新颖规范。附录中又收入了求职信范例、求职简历范例、主要求职网站和面试小贴士等多个既实用又新颖的内容,对广大求职者无疑会大有裨益。另外每两个单元后面都附有练习,以便巩固所学知识,提高读者的发散性思维以及应变能力。本书适用于广大毕业生、求职者以及其他英语学习者。

由于作者水平和实践经验有限,文中错误在所难免,敬请广大读者及专家对本书提出宝贵意见。

编 者

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Chapter 1 Job Interview Guide

面试准备

Unit 1 Headgear and Footwear

着装与仪表



Key Sentences 重点句型

1. Don't dress yourself up with fine clothes, but enrich your mind with profound knowledge.
不要用华丽的衣服包装自己, 而要用渊博的知识丰富自己。
2. Clean your fingernails after neatly trimming them.
修剪完指甲后要清洗干净。
3. Wear shoes that match the color of your suit. Fuscous is usually the best.
衣服的颜色与鞋子的颜色要协调, 一般来说深色的最为合适。
4. Wear shoes that are fit for your feet and easy to walk.
要穿合脚的鞋, 那样的话好走路。
5. Don't wear lots of or large pieces of jewelry.



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不要戴过多或大件首饰。

6. Don't have extremely long fingernails.

不要把指甲留得太长。

7. Your dressing doesn't match with the job you apply for.

你的着装与你要应聘的职业不相符。

8. Do you take care of your clothes?

你注意自己的着装吗?

9. Can you give me some suggestions?

你能否给我一些建议吗?

10. Iron your clothing to get rid of all wrinkles.

衣服要熨烫, 不要有褶皱。



Key Words 关键词

1. impression *n.* 印象
2. confident *adj.* 有信心的; 自信的
3. introverted *adj.* 外向性的; 好社交的
4. trendy *adj.* 时髦的
5. attractive *adj.* 引人注目的; 有魅力的; 有吸引力的
6. decorate *v.* 修饰; 装饰
7. pretty *adj.* 漂亮的; 优美的; 机灵的
8. handsome *adj.* 英俊的; 大方的; 美观的
9. profile *n.* 形象
10. neat *adj.* 整齐的, 整洁的





11. conservative *adj.* 保守的

12. jewelry *n.* 珠宝首饰



Techniques of Conversation 会话技巧

1. Q: Have you taken care of your clothes?

A: I think smile and proper clothes can be the most attractive feature, which can make everyone full of energetic.

问题:你注意你的着装吗?

回答:我认为微笑和适宜的着装是最吸引人的地方,它可以使每个人精神焕发。

2. Q: What kind of clothes should I wear?

A: It is better to wear a set of skirt, which can show your slim stature. But you should pay attention to the color. Tint is better and don't wear red skirt. It is the best to fit for a pair of beautiful shoes.

问题:我该穿哪种衣服呢?

回答:穿套裙最为合适,这样可以显示你的苗条身材,但是要注意颜色的选择,浅色比较好,不要穿红色的裙子,能配上一双漂亮的皮鞋就更好了。



Situational Conversations 情景对话

Dialogue A

A: Good morning, Lily. Your skirt is very beautiful.
Where are you going?

早上好,莉莉,你穿着这么漂亮的裙子去哪里呀?

B: I'm going to attend an interview.

我正打算去参加面试呢。

A: What kind of job are you applying for?

你去应聘什么工作呀?

B: My specialty is English. So I will apply for an English teacher.

我的专业是英语,所以我要去应聘当一名英语教师了。

A: Oh, I think your skirt doesn't exactly match your job.

哦,我认为你的裙子与你的工作不相符!

B: Why? But you said my skirt was beautiful just now.

为什么呢?你刚才不是说我的裙子很漂亮吗?

A: Yeah, your skirt is really very beautiful, but you are going to apply for a teacher. You see, your skirt is very short, and your makeup is too heavy. What's the worse, your lipstick's color doesn't match your skin. In my opinion, as a teacher, you should be much



more sedate.

是的,你的裙子的确很漂亮,但你应聘的是教师呀!你看看,你的裙子太短了,并且你的妆化得太浓。还有,你的口红的颜色与你的肤色不搭配。依我的观点,作为一名老师,你更应该稳重一些。

B: Now what should I do?

那我该怎么办呢?

A: Some of my friends tell me that being a teacher, the most important thing is beauty of mind. You shouldn't pay too much attention to your appearance. You should appear neat and grave. Your experience and knowledge will gain the appreciation of your interviewer.

我的一些朋友告诉我,作为一名教师,最重要的就是心灵美,你不应当过于注意你的外表。你应该显示出你的整洁与庄重。你的经验和知识会赢得面试官的赞赏的。

B: Thank you very much, Ms. Li, you've given me a good lesson. I'll go back and change.

谢谢你,李女士,你给我上了很好的一课,我回去换。

A: I'm very happy I could help.

我非常高兴能给你建议。

B: Oh, I must go, Goodbye!

哦,我得走了,再见!

A: Goodbye, good luck to you!



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再见,祝你好运!

Dialogue B

A: Hello, Mr. Black. I am going to attend an interview for a job tomorrow. Can you give me some advice?

你好,布莱克先生。我明天将去参加一个面试,你能给我一些建议吗?

B: Of course. First, it is important for you not to be late.

当然可以啊。最重要的是你不能迟到。

A: Yeah, That's very important.

对,这个非常重要。

B: So, you'd better find the place the day before your appointed time. At the same time, you should look around to see what the employees are wearing. So the next day you will wear these like them, and arrive early for the appointment.

所以你最好在面试的前一天勘察一番,同时看看他们的职员穿什么,第二天要穿的和他们相似,并且要提前到达约定地点。

A: I'll do my best to make a good impression on the interviewers.

我会尽量给面试官留一个好印象的。

B: That's right. You need to create a perfect impression



in a limited time, usually from 20 to 30 minutes.

对的,你最好在有限的时间内一般在20到30分钟塑造一个良好的形象。

A: I know. But it is easier to say something than to do it.

我知道,但是说起来容易做起来难啊。

B: In fact, making a good impression is not too difficult. For example, you should take care to appear well-groomed and dress modestly. Avoid the trendy dress or too casual style.

其实,树立好的形象并不难。例如:你要穿着整齐、得体、大方。不要过于复杂也不要过于随便。

A: But I like wearing T-shirts and jeans.

可是我很喜欢穿T恤和牛仔裤。

B: When you are going to attend an interview I advise you not to wear too casual style. Informal clothes such as torn jeans and dirty shoes convey the impression that you do not pay attention to the job, or that you may ignore your work as you ignore your clothes. 我建议你面试的时候不要穿另类的款式,例如磨旧的牛仔裤、脏鞋子都给人一种工作不认真、邋遢的印象,表明你不重视这项工作,他们会认为你对待工作的态度和对待穿着一样不认真。

A: I have known your meaning. I should wear proper



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clothes at the right time.

我明白你的意思了。我的着装应该根据不同的地点不同的情况来决定。

B: Yeah, you can gain the respect of the interviewers and the interviewers can judge you are confident and capable.

是的。这样能使面试官尊重你,让他判断出你是自信和有能力。

A: It seems that “clothes make the man”.

看来“衣冠造人”呀。

B: Maybe it is exactly true, but your clothes and behavior determine the first impression.

确切地说这句话不对。但第一印象是由你的着装与行为决定的。

A: I got it. Thank you!

我懂了,谢谢你!

Unit 2 The Amenity of Interview 面试礼仪



Key Sentences 重点句型

1. Excuse me, I'm Lucy, I'm coming for an interview. May I