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世界500强企业

英语面试

大全集

通用电气 GE

富士康 Foxconn

波士顿咨询公司 BCG

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实用性最强

教你面试的制胜诀窍：

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中国纺织出版社



Best Publishing



世界500强企业

英语面试 大全集

朱子熹◎编著



中国纺织出版社

图书在版编目 (CIP) 数据

世界500强企业英语面试大全集 / 朱子熹编著. --
北京: 中国纺织出版社, 2013.1

ISBN 978-7-5064-9259-1

I. ①世… II. ①朱… III. ①职业选择-英语-口语
IV. ①H319.9

中国版本图书馆CIP数据核字 (2012) 第239361号

策划编辑: 朱健桦 张 璞 **责任编辑:** 张 璞 薛 原
责任印制: 储志伟

中国纺织出版社出版发行

地 址: 北京东直门南大街6号 **邮政编码:** 100027

邮购电话: 010—64168110 **传真:** 010—64168231

<http://www.c-textilep.com>

E-mail: faxing@c-textilep.com

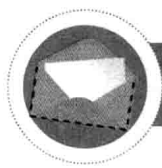
北京睿特印刷厂印刷 各地新华书店经销

2013年1月第1版第1次印刷

开 本: 710×1000 1/16 **印张:** 12

字 数: 350千字 **定价:** 29.80元

凡购本书, 如有缺页、倒页、脱页, 由本社图书营销中心调换



Preface 前言

21世纪是一个充满竞争的时代。无论是企业和政府机关的招贤纳士，还是高校的研究生、博士生的入学考核，都设有面试的环节。面试成为求职者进入心仪单位的必经之路，成为大学毕业生读研考博的门槛。再加上社会竞争愈演愈烈，以及各种面试形式的科学化、规范化发展，面试已经不再是简单地与用人单位见面交谈，而是已经发展成了一种专业性的测试。因此，面试技巧成为众多求职者和学生都急需提升的一门必修课程。

很多求职者在投递简历之后便石沉大海，或是参加了无数次面试却屡遭挫折；很多学生千辛万苦在笔试中获得了复试的资格，却在最后的面试环节遭到淘汰。面试成为大多数求职者和学生经常遇到的困惑。为什么他们会遇到这些情况呢？答案很简单，因为他们没有做好充分的准备，没有掌握面试的技巧和诀窍，没有在面试中打动面试官。

本书针对广大求职者和准备读研考博的学生在面试中的困惑，总结了面试的相关技巧以及企业、公务员和硕士研究生、博士生面试的相关知识，力求为广大读者提供全面的面试知识，帮助大家扫清在求职和升学路上的障碍。

本书不同于其他英语学习书，可以说是一本非常实用的英语面试工具书，更加全面和有针对性，具体特色有以下三点：

1. 内容系统全面，涵盖范围广。全书主要分为四大部分，面试前我要做哪些准备；英语面试技巧及考官高频提问大阅兵；各主要行业英语面试精彩对答集锦；世界500强企业面试成功案例研究。主要总结了英语面试的相关理论知识和技巧，包括面试礼仪、面试应对策略等，具有普适性。

2. 实用性强。面试的制胜诀窍在于三点：一是准备，二是训练，三是现场发挥。因此，本书在为大家提供面试技巧的同时，还为大家提供了面试应该准备的相关内容，主要包括企业的选人标准和面试流程，各主要行



业的面试对话实录等。此外，还分门别类地为大家提供了面试的相关真题及参考答案，以帮助大家在面试之前进行自我训练。

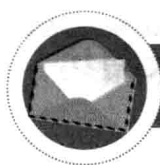
3.可读性强。本书在每一节的内容编写上都下了很大的功夫，加入了很多案例，使面试的技巧鲜明化，方便广大读者学习和借鉴。

总之，本书是广大求职者和学生求职升学的铺路石。能够让他们在激烈的求职竞争中做到稳中求胜。

本书在编写过程中，参考了大量文献资料，在这里向那些为此付出智慧和辛劳的作者们表示由衷感谢！由于能力有限和时间紧迫，书中难免会有错误和疏漏，希望广大读者批评指正！

编者

2012年12月



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Chapter I

面试前我要做 哪些准备

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- ★ Unit 2. 推荐信
- ★ Unit 3. 自荐信
- ★ Unit 4. 询问职缺书信
- ★ Unit 5. 英语简历



Unit 1 求职信

Lesson 1 如何写求职信

求职信是向公司展示自己的第一步。一封好的求职信能够给读者留下深刻印象，进而帮求职者赢得面试机会，因此写好求职信非常重要。

求职信的内容应该注意以下几个方面：

求职信要写明写信人的地址、写信日期和收信人的姓名、地址。

- a) 文章中的称呼要正规，如果知道对方姓名，要用尊称；如果不知道收信人是谁，则一般要用“尊敬的领导”。
- b) 第一段要表明自己写信的目的、应聘的岗位及职位信息来源，态度要诚恳友善。第二段说明自己的能力和优势，特别要针对自己所申请岗位的要求，毕业生可以强调自己的学习成绩、在校担任职务和实习经验，有工作经验者优先还要强调工作经验。第三段表现自己的强烈意愿和希望，恳请招聘方给予面试机会，并让招聘方相信自己的决心。
- c) 文章最后切记要写上自己的联系方式，便于招聘方联系。最后表达美好的祝愿。
- d) 一般的求职信都会附加简历，来帮助招聘者更好地了解应聘者的素质和能力。因此，附简历的话要注明。

Lesson 2 实用例句

a) I am writing to apply for the job that you post on the newspaper.

我想要申请你们在报纸上刊登的招聘职位。

b) I am very pleased to introduce myself to you and wish to apply for the job that...

我很高兴在这里介绍自己，我希望能够申请这个职位……

c) I am told that your company need an executive secretary, and I am so happy to introduce myself to you that I...

我得知贵公司要招聘一名行政秘书，很高兴能在这里介绍自己……

- d) I have a good education background which provides me with a good knowledge about the job.

我有良好的教育背景，让我对这个工作有很好的认识 and 了解。

- e) I believe that my good education and rich work experience will help me do well in this job.

我相信我接受的良好教育和丰富的工作经验会使我胜任这份工作。

- f) If given the chance, I promise that I will try my best to do the job, and make contributions to the company.

如能被录用，我保证会尽我所能做好这份工作，为公司做贡献。

- g) Through my previous jobs, I gained a lot of practical experience about...

通过以前的工作，我获得了很多关于……的实际经验。

- h) I will appreciate it if offered the opportunity of interview to discuss the information in detail.

如果您能给我面试机会，讨论细节问题，我将不胜感激。

- i) Give me a chance to show myself in a direct way and you'll know that I perfectly match your job.

请给我一次直观展现自我的机会，您会觉得我很适合这个职位。

- j) Thank you for taking me into consideration for this vacancy.

感谢您考虑录用我。

Lesson 3 求职信范例



范本一 | 应征销售经理

Dear Sir/Madam,

I saw your advertisement of recruiting sales manager from *China Daily*. I think that I am competent to this position. According to the advertisement, the position requires a sales manager who must have abundant working experience. Moreover, the sales manager should know the demand of market well and have the personality which gets on well with other staffs. Having worked as a sales manager for the last three years, I have confidence that I can do well in transaction and personnel management. Furthermore I can put myself in others' view and grasp the trend of the market.



I would appreciate your time in reading my information and if there is any additional information you require, please let me know. I would be grateful if you give me reply.

Enclosed please find my resume.

Regards!

Shirley

尊敬的先生/女士：

我从《中国日报》看到贵公司正在招聘销售部经理，我觉得我可以胜任这份工作。职位要求销售部经理工作经验丰富，熟悉市场需求并且团队意识强。在过去三年我就是销售部经理，因此有信心做好公务与人事的管理工作。而且我能设身处地的替别人着想，且善于捕捉市场动态。

非常感谢您看我的求职信息，如果需要其他的信息请告诉我。如能得到您的回复，我将不胜感激。

随信附上我的简历。

敬候！

雪莉

Dear Shirley,

Thank you for your application. I believe you are a hard-won person. We have studied your resume and considered you a qualified applicant. Will you be able to come to our company at 10 a.m. on July 7? Hoping to get your reply as soon as possible.

Regards!

Stephen

亲爱的雪莉：

谢谢你的申请。我相信你是难得的人才。看过你的简历后，我们觉得你是一位合适的人选。你能在7月7日上午10点来我们公司一趟吗？希望能尽快得到你的回复。

问候！

史蒂芬

Dear Shirley,

Thank you for your application. With comprehensive consideration, we are very sorry to tell you that you are not fit for this position. There is no doubt that you have excellent working experience, but we prefer man for our position because our sales manager travels on business a lot. Please understand us.

Regards!

Stephen

亲爱的雪莉:

谢谢你的申请。经过慎重的考虑, 非常遗憾你不太适合我们的职位需求, 你工作经验丰富, 这毋庸置疑, 但是我们更希望招一名男性, 因为销售部经理会经常出差。请理解我们的决定。

问候!

史蒂芬



范本二 | 应征行政助理

Dear Sir/Madam,

I have learned from the job market of your vacancy for administrative assistant. I'm quite interested and would like to apply for the post.

I will graduate from Nanjing University in June this year, majoring in Chinese. During the last four years, I've been studying hard and earnestly. I have passed Level-3 Computer Test and CET-6. Therefore, I am proficient in computer software and English. In addition, as the chairman of the Students' Union, I have an open personality and I am good at getting along with people around me. The most important thing is that I have got excellent organizational and coordination abilities. So I'm confident that I have fully prepared for this job. I'm looking forward to your reply.

Enclosed please find my resume.

Yours faithfully,

Vanessa

尊敬的先生/女士:

我在就业市场了解到贵公司在招聘行政助理, 我非常感兴趣, 想应聘此职位。



我今年6月将于南京大学中文系毕业。在校四年，我学习认真刻苦，已通过计算机三级和大学英语六级考试，因此能够熟练操作电脑软件并具有出色的英语听说能力。另外，我是校学生会主席，性格开朗，善于与周围的人相处，更重要的是我具有出色的组织和协调能力。所以我已为这份工作做好充分准备。期待您的回信。

随信附上我的简历。

此致敬礼！

万妮莎

Dear Vanessa,

We have received your resume. Your professional skills and the working experience in the Students' Union are exactly what we expect. So we sincerely invite you to come to our company to have an interview at two p.m. on next Tuesday. Please take your ID and the CET-6 certificate with you. Please inform us if you couldn't come.

Yours Sincerely,

Howard

尊敬的万妮莎小姐：

我们已经收到了您的简历。您的各项专业技能和在学生会的工作经验正是我们公司所期望的。所以我们诚挚地邀请您携带身份证，大学英语六级证书于下周二下午两点来公司进行面试。如果你不能来，请通知我们。

谨上！

霍华德

Dear Vanessa,

Thank you for your application. You are an excellent student from a very famous university. But I am sorry to tell you that we prefer students from English majors for this position. However, we will keep your resume in our talent bank. We will contact you if we have positions that suit you in the future. Thank you again for your applying. Hope you have a bright future!

Yours Sincerely,

Howard

尊敬的万妮莎小姐:

谢谢你对我们公司的关注。你是一名将毕业于知名大学的优秀大学生。但很遗憾,我们更倾向于英语专业的学生。我们将会把你的简历存放于我们的人才库中,如果以后有合适的职位,会再与你联系。再次感谢你申请我们公司的职位。祝你前程似锦!

谨上!

霍华德



范本三 | 应征会计师

Dear Sir/Madam,

Having heard the recruitment of accountant in your company, I wish to offer my services for it.

I am currently a student of Zhejiang University, majoring in accountant. I have been working hard and doing well in the academic main courses. I am well-understanding of Accounting and Tax regulation, and familiar with kinds of accounting procedures and regulations. I also have good computer skills and good communication with my colleagues. I have an open personality and good understanding of team spirit. The rigorous and realistic style of your company attracts me deeply. I believe that your firm will be able to provide me with the right environment so that I can excel further.

I solicit the favor of an interview, and assure you that if appointed, I will do my best to satisfy you.

Enclosed please find my resume.

Sincerely yours,

Carol

尊敬的先生/女士:

据悉贵公司欲招聘会计师,我真心希望能为贵公司贡献我的力量。

目前我是浙江大学的一名在校学生,主修会计学。我非常努力学习主修课并取得优异成绩。我精通会计学、税收条例并了解会计程序法规。我熟练掌握计算机的操作,具备较强的组织和沟通能力。我性格外向、团队意识强。贵公司严谨求实的作风深深地吸引了我。相信贵公司良好的环境一定会让我有所突破。