

开口**飙**英文

芝麻门  
SESAME DOOR

STACK UP AGAINST  
EXPERIENCED JOB-HUNTER

# 求职面试

超炫口语 · 地道表达  
张口就来 · 招招制胜

## 高手过招

主编 盛丹丹

审校 【美】Chris Anderson; Irwin S. Stein

【英】Nichdas Britton; Joe Vehling



国防工业出版社

National Defense Industry Press

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## 内 容 简 介

本书包括投石问路、面试技巧、秀出自己、有问必答、各个击破、会话技巧、面试新“面孔”和善始善终等内容。全书共8章46单元,以面试的整个过程为线索,教给读者:求职前如何投石问路?面试中如何和面试官“斡旋”,如何机智地回答让人犯难的种种问题?面试之后如何“乘胜追击”或者“反败为胜”?书中还就近两年新出现的远程面试和心理测试等新型的面试方式给出了技巧性的点拨。相信这本《求职面试高手过招》可以立竿见影地帮助读者让面试官“刮目相看”、“点头赞许”,从此摆脱“面霸”头衔!

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# 前言

亲爱的读者请进！如果你一直被哑巴英语困扰着，如果你遇到老外常手足无措，如果你已经或者想要进入外企工作，如果你想要跳槽谋求高职，如果你期盼成为国际谈判桌上的赢家，如果你打算出国旅游或有国外游客需要接待，如果你必须用英语来服务他人，如果你意欲留学镀金或者想在课堂上一句话惊倒老师，那么我们这套《开口飚英文》，就会让你轻松过关。本套丛书体例新颖，编排独特，情景生动，细致入微，打破常规，招招制胜。

**第一招 技巧点拨** 单元开端给出与主题内容相关的技巧性点拨——为人之道、处世哲学、礼仪差异、国外风俗等，可以说，这不仅仅是一套口语书！

**第二招 抢先经句** 把身边的口语短句用小标题精心提炼，出彩动人——最经典的句子，最常用的句型，最地道的口语，最简单的说法！

**第三招 一线情景** 用最流畅的对话，最平实的语言展示或锋芒毕露或淡定神怡，或兢兢业业或吊儿郎当，或官腔满腹或轻松调侃，或感激涕零或大动干戈——虽然百态，但这就是我们的日常生活、学习和工作的全部内容，如此真实！

**第四招 流畅表达** 必背的段落，听力的考察——有了前面语料的积累，语感的锤炼，那么现在可以脱口而出，出口成章啦！

**第五招 拓展词汇** 相关的词汇链接与深入学习，一碟饭后的甜品，一杯淡淡的绿茶——看似无关轻重，却别有一番收获在其中！

**第六招 超值MP3赠送** 美籍专家配音，发音纯正，语速适中，音调优美。读者可以把MP3下载下来，走路等车的时候听，坐车开车的时候听，逛街购物的时候听，课间休息或工作间隙的时候听，临睡之前或早起刷牙的时候听——让你的美语外教随传随到！

**第七招 双语把关** 首都师范大学年轻教师与众多职场精英人士共同执笔，多位英美外籍专家审核把关——绝对的双语双地道！

本套丛书包括《时尚生活高手过招》、《日常交际高手过招》、《白领办公高手过招》、《求职面试高手过招》、《商务谈判高手过招》、《旅游出行高手过招》、《酒店餐饮高手过招》、《求学生涯高手过招》，8本书各有侧重却又环环相扣。相信这套精心设计的口语书，可以帮助大家与老外开口“飚”英文，与英语高手轻松过招！

编者  
2010年元旦

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# Chapter 1

## 投石问路

### Preparations for a Job Interview

● Unit 1 Psychological Preparation 心理准备

● Unit 2 Getting Information 搜集信息

● Unit 3 Writing an Application 撰写求职信

● Unit 4 Making Resume 制作简历

● Unit 5 Skills of Sending Your Application  
投递有“门”



## Unit 1 Psychological Preparation

### 心理准备

#### 技巧点拨

尽管三资企业和国内企业的数量在不断增多,规模在不断扩大,但人才市场在今天和以后相当长的时间内,却仍然是“雇主市场”,即用人单位可从众多的求职者中选择合乎其需要的人才,而求职者则要面临激烈的竞争,外资企业的情况更是如此。所以,21世纪的求职者必须要有强烈的竞争意识。现在的就业都是双向选择,要有承受失败的心理素质,不要一次申请受挫就退缩,只要不断地求索,终究会找到理想的工作。

#### 抢先经句

- |                  |  |
|------------------|--|
| 准<br>备<br>与<br>否 | Have you got everything prepared for the interview the day after tomorrow?<br>后天的面试你都做好准备了吗?                 |
|                  | Do you have any idea of what you are going to say in the interviewer tomorrow?<br>明天的面试,你准备好要说的话了吗?          |
|                  | I just want to make sure that you are 100% ready for this hard-won chance.<br>我只是想确认一下你是不是百分百准备好了,毕竟面试机会难得啊。 |
|                  | Have you looked up potential questions for your interview tomorrow?<br>你为明天的面试可能被问到的问题做准备了吗?                 |
|                  | Have you checked on the company's website?<br>你看过要面试公司的网站了吗?   |



Come on, have some confidence in me!

得了,你对我要有信心嘛!

Have butterflies in your stomach?

你会紧张吗?

How come you seem so worried?

你怎么这么担心啊?

You know, I really worried about this interview.

你知道吗,我真的很担心这次面试。

You have to be patient.

你必须耐心点。

I'm very optimistic that things will continue to turn for the better.

我很乐观,情况将会继续好转。

I am nervous about the job interview tomorrow, could you give me any advice?

一想到明天的面试我就紧张,你能给我一些建议吗?

## 心理准备



You should prepare for yourself and the future job.

首先需要你对自己 and 今后的职业工作有所了解。

You should consider whether your job conform to your major or not.

从自身方面衡量专业是否对口。

Even the most experienced professionals will get nervous in an interview.

即使是经验最丰富的专业人士面试时也会紧张。

The most important thing to do is smile, bring in an extra copy of your resume, dress appropriately and be there 15 minutes early.

最重要的是微笑,多带一份简历,穿着得体,提前 15 分钟到。

Big breath, you can do it!

深呼吸,你做得到的!

My mum always told me not to get nervous about being nervous.

我妈妈经常告诫我不要为担心自己紧张而紧张。

The person interviewing you is human just like you!

给你面试的人也像你一样只是个普通人而已。

## 如何准备



## 一线情景

### Scene 1 克服紧张心理

**A:** I heard you have a big interview today with IBM, is it true?

**B:** It's definitely true but I'm so nervous that I don't even want to go. I don't know what to do!

**A:** If you put it in perspective it will help. What's the worst that can happen if you make a complete fool of yourself?

**B:** I guess I wouldn't get the job.

**A:** That's right. Do you think there might be any other good jobs out there?

**B:** You're right. I guess I'm being a little silly. I'll try to calm down.

**A:** 我听说今天你要去 IBM 公司面试,是真的吗?

**B:** 确实,但我有点儿紧张,甚至我都不想去,我不知道该怎么办!

**A:** 如果你从另一个角度分析,会更有帮助。如果你发挥极差,最糟糕的结果是什么?

**B:** 我想那就是没有得到这份工作。

**A:** 对。那你想想还可能有什么其他的好工作吗?

**B:** 你是对的,我想我有点愚蠢,我应该冷静下来。

### Scene 2 准备越充分越有自信

**A:** Do you have any idea of what you are going to say to the interviewer tomorrow?

**B:** Yes, I've prepared two stories about my internships. By telling these stories, I am going to convince him that I am just the right person for the job.

**A:** Oh? Why should he think so?

**B:** Because the two well-designed stories will fully demonstrate my creativity, leadership, good communication skills, and also my ability to learn new things fast.

**A:** 明天的面试,你准备好要说的话了吗?

**B:** 嗯,我准备讲两个实习的故事。我要用这两个故事说服老板,我就是那个职位的最佳人选。

**A:** 是吗?他凭什么要这样认为啊?

**B:** 因为这两个故事是我精心设计和准备的,能够充分展示我的创造力、领导力、良好的沟通能力和快速学习新事物的能力。

A: Well-designed? You should never lie in an interview.

B: Relax! By "well-designed" I mean the stories are well organized in a way that all my strengths can be displayed.

A: Then the interviewer will be happy to hear your story and learn a lot about you.

B: I've also prepared some questions to ask in the interview. I believe those questions will demonstrate my interest in the job and the company and also illustrate my knowledge of the job.

A: Good, but don't ask too many, two or three will do.

A: 精心设计的? 你可不能对面试官撒谎啊。

B: 放心吧! 我说的“精心设计”是精心组织的意思,这样就能展示我所有的优势了。

A: 这样的话,面试官就会乐意听你讲,乐意多了解了解你了。

B: 我还准备了一些面试中要问的问题。通过这些问题,可以展示我对这份工作和这个公司的浓厚兴趣,还能告诉他们我对这个职位有深刻的了解。

A: 不错。但是也不要问太多问题了,两三个就可以了。

### Scene 3 紧张是缺乏自信的表现

A: I am an eloquent speaker in the classroom but when I face a stranger outside, I get tongue-tied and nothing comes out.

B: You should pay close attention to your manner of speaking. Speech is a reflection of personality, you know. You should reflect confidence by speaking in a low voice, loud enough to be heard without being aggressive or overpowering.

A: I will go out of my way to catch the attention of the interviewer.

B: Your speech should not call attention to itself, but should reveal your individuality and ability.

A: I'm very shy. I think I might shake in my boots at the moment I meet the interviewer.

B: You'd better overcome your nervousness. It is considered an indication that you lack self-confidence.

A: 我在课堂里能言善辩。可是我面对陌生人时便瞠目结舌,什么也说不出来。

B: 你应该特别注意你的谈话方式。讲话是一个人个性的体现。你说话的声音应该高低合适,让面试官听得清楚,又不专横跋扈。

A: 我要尽最大努力吸引面试官的注意力。

B: 你不应该仅仅让面试官注意你的谈话,更应当通过谈话展示出你的个性与能力。

A: 我很害羞,我恐怕见到面试官时会吓得浑身发抖。

B: 你最好克服紧张情绪,这是缺乏自信心的表现。

**A:** Another problem is that I dare not look into their eyes whenever I meet strangers, especially foreigners.

**B:** In China, it is impolite to look into the senior speaker's eyes while speaking. But in Western countries it is the opposite. Eye contact gives a strong feeling of sincerity. Looking downwards or sideways shows that you are either insincere or absent-minded.

**A:** 另一个问题是我见到生人时不敢正视他们的眼睛,尤其是见到外国人时。

**B:** 在中国,年轻人说话时看着长辈是很不礼貌的。但在西方国家,正视对方的目光是一种理解。目光接触会给人留下真诚、坦率的强烈印象。而目光低垂或朝旁边看,则说明你不真诚或不专心。

## 流畅表达

Job Hunting is a stressful problem for everyone. Whether someone is getting a job right out of school or someone seeking a better position than the one they just left, it is not something that comes easy to most people. However, with preparation and planning, the difficulties can be focused on and the situation can become less stressful.

找工作对每个人来说都是极具压力的事情。不论是刚迈出校门谋求第一份工作,还是寻求一份比之前的工作更为理想的工作,对于大多数人来说这都不是一件容易的事情。然而,如果进行适当的准备和计划,困难便可以得到重视,压力也会相对减小。

## 拓展词汇

punctual [ˈpʌŋktjuəl] *adj.* 准时的, 正点的

yawn [jɔ:n] *v.* 打呵欠

courteous [ˈkɜ:tiəs] *adj.* 客气的

nod [nɒd] *n.* 点(头)

feedback [ˈfi:dbæk] *n.* 反馈

nonverbal [ˈnɒnˈvɜ:bəl] *adj.* 不用语言的

visualize [ˈvɪzjuəlaɪz] *v.* 想象, 设想

hide [haɪd] *v.* 躲藏, 隐瞒

piss off 走开(使……厌烦)

doomsday [ˈdu:mzdeɪ] *n.* 世界末日

pass up 放过(机会), 放弃

imagine [ɪˈmædʒɪn] *v.* 想象, 设想

## Unit 2 Getting Information

### 搜集信息

#### 技巧点拨

在面试前,一定要多收集些与所求职位以及招聘单位相关的信息。如果对公司的最基本情况有一个大体的了解,招聘人员会觉得你很重视这次面试,并会在心里给你加分。有诸多方式可以帮你收集相关信息,如:

1. 互联网;
2. 图书馆;
3. 直接向用人单位的公关部索要信息;
4. 通过熟人或朋友对招聘单位进行了解。

#### 抢先经句

#### 搜集资料

I am collecting the information about my chosen company.

我正在搜集我意向单位的资料。

Never fight the unprepared campaign.

绝不打无准备之仗。

Do you know anyone who is hiring?

你知道有哪儿在招人吗?

Can you tell me a little more about this position?

关于这个职位,你可以告诉我一点细节吗?

What kind of job is it?

这是什么类型的工作?

What would be expected from an applicant?

对应聘者有什么样的期望呢?



I'd like a good-paying job with ordinary vacations.

我想要一个薪水优厚、有常规假期的工作。

I have been in search of a job as a teacher.

我一直在寻找一份教师的工作。

I'd like to be a foreign exchange settlement clerk.

我想做外汇结算员。

I wouldn't mind working in a restaurant.

我不介意在餐厅工作。

I'm looking for a job which provides lodging.

我想找一份能提供住宿的工作。

I was rather hoping to find something in a foreign-funded company.

我很希望在外资企业找一份工作。

求  
职  
意  
向



I wonder if you have a job available now.

我想知道贵公司是否有职位空缺。

I'm afraid the position is no longer available.

恐怕这个职位已经有人了。

Is there any other job for me here?

这里还有别的工作能让我做吗?

I want to collect some information about my chosen company.

我想寻找一些有关意向单位的资料信息。

I only found a little information. I am very worried about the interview.

我找到的信息很少,我真的很担心面试。

I'm very familiar with its history, its business pattern, its performance in recent years and almost everything about it.

他们的发展历史、商业模式、近几年的业绩,还有其他任何相关信息我都了解得一清二楚。

相  
关  
信  
息



## 一线情景

## Scene 1 调研应聘公司

A: What are you doing now?

B: I am preparing some questions which I may be asked in tomorrow's interview.

A: Do you think this is useful?

B: Of course. During the interview, they may ask you something you know about their company.

A: Have you done any market research or report?

B: Yes, I have already made full preparations.

A: I admire you. And I believe you'll succeed.

B: Thank you. I'll try anyway.

A: 你在干什么呢?

B: 我正准备一些明天面试可能会被问到的问题。

A: 你认为这有用吗?

B: 当然有用了,在面试过程中,他们可能会问你一些你所了解的有关他们公司的情况。

A: 你做过市场调研或是报告之类的吗?

B: 做过了。我从来不打无准备之战。

A: 我很佩服你,并且我相信你一定会成功的。

B: 谢谢,不管怎样我要试一试。

## Scene 2 朋友推荐

A: Hi, Linda. Long time no see. How have you been?

B: I'm OK. I've been looking for a job for days, and I haven't found one yet. It is so hard finding a job these days. What about you?

A: I've got a secretary job in a trading company. Actually, there is still another opening. If you are interested, you will surely get it.

B: That is great. I will get there right now and speak with the boss.

A: That is no rush. You can see him tomorrow. I've told him about you. He promised to give you the job. Just close your eyes and think of England.

B: That is nice of you. Thanks.

A: 嗨,琳达。好长时间没见了,你怎么样?

B: 还好,我已经找了好几天工作了,但是还没找到。这些日子工作太难找。你怎么样?

A: 我找到了一份工作,是在一家贸易公司做文秘。其实,还有一个空缺。如果你感兴趣,我肯定你能得到这份工作。

B: 那太好了。我现在就去跟老板谈谈。

A: 不必匆忙,明天你就能见到他。我已经跟他提起过你。他答应给你这份工作。到时候顺其自然,你只管乐在其中了。

B: 你太好了,多谢。