



Quick Learning!

# Interview Book



一天看完的

主编/金利

# 英文面试书

你不再因缺少面试技巧而  
不再困惑于面试究竟该如何准备！  
而与心仪的工作机会失之交臂！

找好工作  
志在必得

面试中，你脱颖而出，面试官  
对你刮目相看，连连称赞：

Good job!



天津大学出版社  
TIANJIN UNIVERSITY PRESS

职场白领英语必备手册

# 一天看完的英文面试书

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## 内 容 提 要

本书分“简历投递期”“面试准备期”“现场准备期”和“结果等待期”四个步骤介绍求职者求职应准备的内容,提供了求职过程中常用的信件模板、回答示例和口语句型,求职者可以根据自己的实际情况举一反三,拿来就用。

本书可以作为广大求职者准备面试的学习手册,也可供其他英语学习者使用。

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## 序

费尽心思写好的简历，投出去却石沉大海，怎么办？

想要跳槽去外企却没有很多时间准备面试，怎么办？

突然接到通知，三天后就要去参加面试了，还不会用英文做自我介绍，怎么办？

求职有三个关键点，三者缺一不可：第一是获取充足的信息，努力赢得面试机会；第二是具备足够的实力；第三是懂得运用技巧。本书正是为解决这三方面的问题编写的：提供求职信和简历范例，让你与招聘单位有充分的信息交流；提供面试问题回答模板，让你有备无患，尽力将自己的实力展现出来；介绍面试技巧，让你在最短的时间里，轻松搞定面试，顺利找到工作！

在求职之前，你还必须了解求职的步骤。

第一步：赢得面试机会。你需要看懂招聘广告，根据岗位要求准备吸引招聘人员眼球的求职信、简历，并按正确的方式寄出。然后，你需要自如应对通知面试的电话。

第二步：准备面试。你需要设想面试官有可能问到的问题，准备好精彩的回答；你需要演练面试现场遇到的情况，想出应对方法。

第三步：面试临场。你需要稍提前些到达面试现场，在等待面试时做些突击准备，再速记一遍学习成果。

第四步：等待结果。你需要在面试后跟进一封感谢信，增加面试官对你的印象；你需要自如应对通知面试结果的电话。

经过以上步骤，最终你才能取得成功，获得理想的工作！

### 本书三大看点

#### 一、分步骤介绍求职全过程

按照求职者在求职过程中遇到的实际情况，本书分为“简历投递期”“面试准备期”“现场准备期”和“结果等待期”四个步骤，不同时期准备不同内容。

#### 二、提供模板和实用范例

本书不是罗列大量单词、句子、对话，让读者无暇一一记牢，而是提供求职中遇到的信件模板、回答示例和口语句型，总结最好用的英文范例，求职者可以根据自己的实际情况举一反三，拿来就用。

#### 三、讲解面试技巧

本书摆脱以往大部分求职书中“句子—对话”的模式，用“提问关键词”和“回答关键点”讲解针对面试问题的应答技巧，助读者一臂之力。

找到一份心仪的好工作，是实力与运气并存的事情。笑到最后，笑得最好。使用这本书后，愿你离成功更近！

编者

· III ·

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# Step **1**



## 简历投递期——努力赢得面试机会

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# Part 1 看懂招聘广告

## Sample | Sales Representative 销售代表

### 英中对照招聘广告

#### Sales Representative

**City:** Beijing

#### Role Purpose

- Responsible for the marketing, selling, and development of brand awareness of Tian Yu, and meeting potential clients in the trade fairs through delivery of the annual campaign plan.

#### Accountabilities

- Expand coverage through the recruitment and training of new and existing local dealers along with establishing relationship with target customers within given area.
- Develop product knowledge and selling skills of current dealers through implementation of the Sales Training Program.
- Execution of all sales and marketing programs and local delivery of the annual campaign plan.
- Conduct meeting presentations to increase product awareness and sales.
- Achieve sales targets as required.

#### Critical Knowledge

- Bachelor's degree in related field
- Possess a valid driver's license (desired but not required)

#### 销售代表

城市: 北京

#### 职位目标

- 负责市场、销售和“天宇”品牌的推广，在展销会通过一年一度的销售推广活动结识潜在客户。

#### 责任

- 通过招聘和培训新加入的和现有的地方经销商扩大品牌占有率，与指定区域的目标客户建立关系。
- 通过执行销售培训计划提升现有经销商的产品知识和业务水平。
- 执行所有销售和市场计划以及一年一度的当地销售推广活动。
- 负责在会议上做简报以提高品牌认知度和销售额。
- 完成要求的销售目标。

#### 重要知识

- 获得相关专业学士学位
- 持有有效驾照为佳

#### 重要经验

- 两年以上工作经验
- 在汽车销售方面有经验者为佳





### Critical Experience

- 2 years or more work experience
- Cars sales experience desired but not required

### Critical Technical and Personal Capabilities

- Interpersonal skills
- Organizational skills
- Conflict management
- Time management
- Basic Excel, Word & PowerPoint knowledge

### Critical Characters

- Active
- Good at listening
- Perseverance
- Team player
- Strong implementation ability

### 重要技术和个人能力

- 人际交往能力
- 组织能力
- 解决冲突的能力
- 时间管理能力
- 基本掌握 Excel、Word 和 PowerPoint 办公软件

### 重要性格特征

- 积极主动
- 善于聆听
- 坚韧
- 团队合作者
- 执行能力强

## 招聘广告典型例句



### 1 招聘职位

We're seeking for an executive who must have more than 10 years of work experience in this field.

我们欲寻一位在这个领域有超过 10 年工作经验的主管。

We're looking for an experienced sales manager to join us.

我们在寻觅一位富有经验的销售经理加入公司。

There is a Vice President vacancy in the company's headquarters.

公司总部现正在招募副总裁。

### 2 岗位职责

This position requires being responsible for recruitment and organizing training sessions.

此岗位要负责招聘和组织培训会。

The person should be in charge of the sales department and achieve the annual sales target.

此岗位负责领导销售部完成年度销售指标。



Being the director of Marketing Department, you should be responsible for organizing advertisement campaign and doing presentation in the annual meeting.  
作为市场部总监，你需要负责组织广告宣传活动以及在年度会议上做简报。

### 3 职位要求

Four-year college degree plus a minimum of two years related experience

4 年制大学文凭，至少两年相关领域工作经验

Master's degree in computer programming and a minimum of three years of work experience as a programmer

编程方向硕士学位，至少做过 3 年的程序设计师

Strong team player

很好的团队合作者

Ability to work independently, mature and resourceful

能够独立工作，思想成熟，应变能力强

A stable personality and high sense of responsibility are desirable.

个性稳重并具高度责任感为佳。

Work well with a multi-cultural and diverse work force.

能够在多种不同文化和员工的背景下出色地工作。



# Part 2 写好求职信

## Sample 1 | HR Manager 人力资源经理

### 英中对照求职信

Dear Mr. Jackson,

I am responding to your advertisement on [www.zhaopin.com](http://www.zhaopin.com) for a HR Manager.

Your company is an exceptional company with an outstanding reputation. As an individual who is constantly seeking to expand knowledge and utilize experience, I have developed the critical skills that are outlined in your job description.

As you will see from my enclosed resume, I hold a MBA and have experience in managing a team of eleven recruiters. I have six years' experience in this field. I'm quite familiar with the recruitment process. I have strong management ability, excellent interpersonal communication skill, great organizing capacity and good coordination ability.

In my current job, I'm in charge of developing the recruitment channel, screening the resumes and conducting interviews. I mentor and train both new employees and senior staff. Besides, I direct the distribution of benefits and reward and punish the employees according to the system of rewards and punishment.

In my management philosophy, teamwork has always been important and I always jump at the chances. I believe I have the experience, drive and ambition you are looking for, and I know I would make a valuable addition to your company.

尊敬的杰克逊先生:

我写此信旨在回应您刊登在智联招聘网站上人力资源经理一职的招聘广告。

贵公司是一家不同凡响、颇负盛名的公司。作为一名不断地寻求扩展知识和运用经验的人,我已具备您在职位描述中所列的关键技能。

在我随信附上的简历中,您可以看到我已获得工商管理硕士学位,并有管理一个 11 人招聘团队的经验。我在这一领域有着 6 年的工作经验,十分熟悉招聘流程。我有很强的管理能力、杰出的人际交往技能以及优秀的组织能力和协调能力。

在我目前的工作中,我负责拓展招聘渠道、筛选简历和进行面试。我指导并培训新老员工。此外,我还负责利益分配以及根据奖惩制度奖励和惩罚员工。

在我的管理哲学中,团队合作一向颇为重要,并且我能把握机会。我相信我具备您所期望的经验、干劲和抱负,而且我知道我会为贵公司创造价值。



With this understanding and my background, I believe I would be an ideal candidate for this position. Should you find my qualifications meet your requirements, I will make myself available to discuss how I might use my abilities to benefit your company.

Thanks for your attention and look forward to hearing from you.

Sincerely yours,

Qiu Feng

Enclosure: Resume

通过以上介绍以及我的背景,我相信我会是这个职位的理想人选。如果您发现我的条件符合您的要求,我随时可以与您详述我将如何运用所长为贵公司创造效益。

感谢您的留意,并期待收到您的消息。

邱枫 敬上

附件:简历

## 求职信典型例句



### 1 申请理由

This job is a good fit for my background.

这份工作与我的背景相符合。

I think my experience makes this an ideal job for me.

我觉得我的经验很适合这份工作。

Your company is an exceptional company with an outstanding reputation.

贵公司是一家不同凡响、颇负盛名的公司。

I think working in this company would give me the best chance to use what I've learned in university.

我认为,为贵公司工作能给予我学以致用的最好机会。

### 2 谈论经验

As you will note, I have five years' experience in HR industry.

你会注意到,我在人力资源行业有5年的经验。

As you'll see from my resume, my career has included 10 years' experience working as a HR Manager.

从我的简历中您可以看到,我有着10年人力资源经理的从业经验。

I have substantial management experience.

我有着相当丰富的管理经验。

### 3 表达自信

I believe I have all the qualifications you are looking for.

我相信我具备您所要求的全部资质。

I'm certain that I would make a valuable addition to your company.

我确信我会为贵公司创造价值。

#### 4 争取机会

My schedule is flexible and I look forward to arranging a time for an interview.

我的时间比较灵活，期待您能安排时间对我进行面试。

Thanks for your attention and look forward to hearing from you.

谢谢您的留意，并期待收到您的消息。

### Sample 2 | Secretary 秘书

#### 英中对照求职信

Dear Mr. Richardson,

I am writing this letter to apply for a secretary position, in response to your advertisement on the Internet. You said that you wanted someone who is hard-working, experienced and a go-getter. I believe that I am this person. Attached you will find my current resume.

As you will note, I graduated from Sun Yatsen University in 2006 and I hold Bachelor of Arts. I have served as a secretary for a foreign company in the past five years. I'm a team player and I'd like to make progress with my career with a company I can grow with and become a part of.

As an experienced secretary, I'm familiar with the work process of a qualified secretary. In my last job, I was mainly in charge of assisting and motivating the staff; transmitting the instructions of the manager; accompanying the manager to the meetings both outside and inside the firm; receiving visitors; writing documents; taking dictation in English; sending, receiving and sorting mails and maintaining and

尊敬的理查森先生：

我写此信旨在回应您刊登在网上的招聘广告，申请秘书一职。您表示希望找到一名勤奋、经验丰富、积极进取的人，我相信我就是这个人。您会在附件里看到我最新的简历。

您会注意到，我于2006年毕业于中山大学，拥有文学学士学位。在过去的5年里，我一直在外企做秘书。我有团队精神，并且希望能在一家我可以与之一起成长并占有一席之地的公司工作，以拓展我的职业生涯。

作为一名经验丰富的秘书，我熟悉一名合格的秘书的工作流程。在我上一份工作中，我主要负责协助并激励员工；向员工传达经理的指示；陪同上级参加公司内外部会议；接待来宾和起草文件；用英文做口述笔录；收发、整理邮件以及对办公设备进行维护和维修。



repairing the office facilities.

If you feel I match your expectations for a secretary, you can contact me via cell phone (138xxxx 6254) or e-mail (huyan007@hotmail.com).

Yours sincerely,

Hu Yan

Enclosure: Resume

若您认为我符合秘书一职的要求, 请通过手机(138××××6254)或电子邮件(huyan007@hotmail.com)与我联系。

胡燕 敬上

附件: 简历

## 求职信典型例句



### 1 写信目的

I am responding to your advertisement on... for...

我是在回应您刊登在……上……一职的招聘广告。

I am writing this letter to apply for a... position, in response to your advertisement on...

我写此信旨在回应您刊登在……上的招聘广告, 申请……一职。

### 2 联系方式

You can reach me during the day at 138xxxx6254.

在白天你可以通过 138××××6254 这个号码联系我。

I may be reached at 138xxxx6254 to discuss the position further.

您可以通过 138××××6254 这个号码联系到我, 以进一步探讨这个职位。

You can contact me via e-mail.

你可以通过电子邮件与我取得联系。

### 3 符合要求

Meet one's requirements/demand

符合某人的要求

Be suitable to one's needs

符合某人的需要

Correspond to...

与……相符

### 4 人品性格

I am quite active and energetic.

我积极而且充满活力。

I am always very optimistic and reasonably cheerful.

我总是很乐观，而且十分开朗。

I don't like leaving things half done.

我做事不喜欢半途而废。

## Sample 3 | Salesperson 销售人员

### 英中对照求职信

Dear Hiring Manager,

I would like to apply for the sales representative position which was published on the Internet, December 12, 2010.

To succeed in the highly competitive environment, companies require dynamic sales representatives, and I can give your company that edge.

I think that my personal profile and work experience correspond to your requirements of the sales representative. In my previous job, I worked on different positions in Sales Department. I have wide experience as sales representative, area sales manager and key account manager.

My success in the sales industry has been fueled from building "win-to-win" relationships with my customers. I feel this has brought me more sales than anything else. I'm an efficient salesman and I have the gift of being able to build rapport with my customers. I am a master with the ability of listening to the customers' expectations, which makes it easier to build mutual trust with customers. I believe that with my positive attitude I can be your next top salesman.

My resume is enclosed for your consideration. My schedule is flexible and I look forward to

尊敬的招聘经理：

我想要申请您在 2010 年 12 月 12 日刊登在网上的销售代表一职。

若想在激烈的竞争环境中取得胜利，各个公司都需要干劲十足的销售代表，我能够为贵公司提供这项优势。

我认为我的个人情况和工作经验都符合贵公司对销售代表的要求。在之前的工作中，我曾在销售部的不同岗位上工作过。我在销售代表、区域销售经理和大客户经理的岗位都有着相当丰富的经验。

我在销售行业的成功是通过与客户建立“双赢”关系获得的，我感到这比其他任何方式都带给了我更多的销售额。我是一名能干的销售人员，而且我有与客户建立和谐关系的才能。我在听取客户期望这方面是一个专家，这使我更容易与客户建立互信关系。我相信我积极的态度能使我成为贵公司下一位顶级销售员。

随信附上我的简历供您参考。我的时间比较灵活，并且





arranging a time for an interview.

Yours sincerely,

Wang Shaoxuan

Enclosure: Resume

我期待您能安排时间对我进行面试。

王少轩 敬上

附件：简历

## 求职信典型例句



### 1 工作业绩

I succeeded in raising yearly sales volume by 30% at profit margins of from 40% to 80%.

我成功地把年销售量提高了 30%，把利润幅度从 40% 提高到 80%。

I increased sales by 30% from 2009 to 2010.

从 2009 年到 2010 年，我使销售额增加了 30%。

I got the title of "Advanced Worker" in 2008 and 2009.

我于 2008 年和 2009 年获得了“先进工作者”称号。

I have concluded several important deals for my company and signed new business contracts.

我替公司谈妥了几笔重要的买卖，并且签订了新合同。

### 2 人际关系

I always try to be a good team player.

我一直努力成为好的团队一员。

I get on well with my customers.

我和我的客户相处得很好。

My customers share their problems and happiness with me.

我的客户和我分享他们的烦恼和喜悦。

My clients said they would always support me wherever I work.

我的客户们说无论我在哪里工作，他们都会一如既往地支持我。

### 3 个人能力

My strongest point is being able to understand customers' needs.

我最大的长处是能够了解客户的需求。

I'm comfortable with selling and promoting. Those are definitely my strengths.

我喜欢销售和营销，这无疑是我的强项。

I'm good at developing new clients.

我擅长发展新客户。

#### 4 未来期望

I hope I can bring what I've learned here, and be a top salesman.

我希望我能在这里充分运用我所学的知识，成为一名顶级的销售员。

I hope I could be a sales leader of an energetic and productive sales team.

我希望成为一个有活力、高效的销售团队的主管。

I'd like to make good use of my specialty, taste success, and improve myself.

我希望发挥特长，品味成功并提升自己。

I believe that I will establish more business ties for your company.

我相信我能为贵公司建立更多业务联系。

### Sample 4 | Software Engineer 软件工程师

#### 英中对照求职信

Dear Sir,

As an IT professional skilled in software development, I'm quite confident of my capabilities. I graduated from University of Science & Technology Beijing. I have worked as a software engineer for 5 years, and I'm well-qualified with an excellent record of achievement in this field.

My background also includes:

- Integrated new projects into a custom application based on Internet Explorer by developing a system testing process to ensure effectiveness.
- Designed an application to track client inquiries, which includes user-friendly data entry forms, effective management reports and automated calculations.
- Leadership of development groups with hands-on problems identification and resolution.

Additional capabilities are listed in the enclosed resume. I hope we can have a discussion in your office at your convenience.

尊敬的先生：

作为一名经验丰富的软件开发专业人员，我对自己的实力很有信心。我毕业于北京科技大学。我已经有5年的软件工程师经验，因此我具备良好的资质，并且在这个领域取得了十分优异的成绩。

我的经历还包括以下方面。

- 基于IE研发测试系统将新项目按照使用习惯调整，以确保进程效率。
- 设计了一个用户咨询跟踪程序，使用该程序输入的数据形式符合用户习惯，能有效地报告管理进程，并自动计算。
- 带领研发团队分析并处理提交来的问题。

其他的能力列在随信附上的简历中。我希望可以在方便的时间到您的办公室谈谈。