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职场精英

# 求职与工作

Looking for Jobs and Working

在外企，如何与公司上司、同事相处融洽，第一印象非常重要。作为一名新员工，应谦逊有礼，勤学好问，尽快了解公司内部的风、传统、工作方式、工作制度，找准自己的位置，调整好心态，融入到新的工作集体中。



## 1 Job Interviews 面试

### (1)

( Mr. Wu's friend has told him of a job opportunity at the trading company where he works. Mr. Wu has come for an interview with the manager, William James. )

W : Good morning ! 早上好 !

J : Good morning ! Just sit down , please. 早上好 ! 请坐。

W : Thank you ! 谢谢 !

J : You are Mr. Wu ? I'm William James. 你是吴先生吧 ? 我是威廉·詹姆斯。

W : Yes , nice to meet you , Mr. James. 是的。很高兴见到你 , 詹姆斯先生。

J : Tell me about your education , please. 请谈谈你的学历情况吧。

W : I graduated from Xiamen University two years ago , and I majored in commerce , with an emphasis on foreign trade. 两年前我从厦门大学毕业 , 我学的是商务专业 , 侧重对外贸易。

J : Do you think you have a good command of English ?  
你认为你的英语很好吗 ?

W : Yes , I think so. My English teacher has said that my Eng-



lish is quite good. I passed 6 band of college English Test in university, and I scored high in a TOEFL test last year. 是的,我认为不错。我的英语老师也说我的英语很好,大学时通过六级英语考试,而且在去年的“托福”考试中我也得了高分。

J: I see from your material that you are working for a trading company. May I ask why you want to change your job? 从你的材料上我了解到你现在在一家贸易公司工作。你可以讲一下为什么你想换工作吗?

W: Because the job given to me is not challenging, and the salary is low. 因为那儿的工作没有挑战性,而且工资也很低。

J: What made you choose this company? 那么是什么原因使你选中了这家公司呢?

W: A friend of mine works here, and he told me about your company, so I become interested. And I think working in this company would provide me with more opportunities to use my knowledge. 我有一个朋友在这儿上班,他给我讲过一些贵公司的情况,于是我就对贵公司产生了兴趣。我想在这家公司干,将会给我提供更多的机会,使我的知识有用武之地。

J: I see. It's been pleasant talking with you, Mr. Wu. We'll notify you of our decision by next monday. 我明白了。吴先生,和你谈话真令人愉快。下星期一之前我们就会通知你结果。

W: Thank you, Mr. James. 谢谢,詹姆斯先生。

## (2)

(There's a vacancy for a female secretary in Mr. Johnson's company. Chen



*Hong , an experienced clerk , is interested in this job . She goes to Johnson's office for an interview . )*

C : How do you do , Mr. Johnson ? 你好 , 约翰逊先生 !

J : How do you do ? 你好 !

C : I hear there's a vacancy for a secretary here and hope that you will employ me. 听说这儿需要一位秘书 , 希望我能应聘。

J : What have you been doing these past few years ? 过去这些年你一直在从事什么工作 ?

C : I'm a clerk , but I've also had some experience as a secretary , including answering routine correspondence , taking phone calling and dealing with business for the boss. 我是一个职员 , 可我也有做秘书的经历 , 包括处理日常书信 , 接电话 , 处理一些上司的业务。

J : Your English is good. But can you use a computer ? 你的英语很好。电脑怎么样 ?

C : Yes , I can. 我会使用电脑。

J : Then , how much do you want for your salary ? 那么 , 你希望月薪多少 ?

C : At present I get 1600 yuan per month. You can decide on my capacity and experience. 目前我一个月拿 1600 元钱。你可以根据我的能力和经验来确定我的薪水。

J : Well , then I will put you on trial for a month. You must be punctual and hard-working. 好吧 , 先试用一个月。你要准时上班 , 勤奋工作。



C : Thank you , sir. I'll not fail to be.

谢谢你，先生。我肯定会会的。

### ( 3 )

B : Congratulations , Mr. Tang. We decide to employ you as a worker in our company. 祝贺你，唐先生，我们决定录用你为我们公司的一名员工。

T : Thank you , Mr. Black. That's really good news for me.

谢谢，布莱克先生，这对我来说确实是个好消息。

B : You're welcome. I'm sure you are equal to the job. 欢迎你加盟。我相信你有能力干好这份工作。

T : Yes , I'll work hard and you will be satisfied with my work.

是的，我会好好干，对我的工作你会满意的。

B : Oh , Mr. Tang , these materials are about the regulations and points for attention , you can read them. I hope you can adapt to the job as quickly as possible. By the way , you can come to work on 15th of this month. 唐先生，这些材料是有关公司的规章制度和注意事项，你可以看看。我希望你能尽快适应工作。顺便说一下，你可以在本月 15 日来公司上班。

T : That's great. Thank you , Mr. Black. I'll come to work on time. Bye-bye. 太好了，谢谢，布莱克先生。我会准时上班的。再见。

B : Bye-bye. 再见。



日常用语  
Useful Expressions

- ♥ I'm... , I have an appointment with the personnel manager Mr.... for an interview about the advertised clerk at nine o'clock. 我叫....., 与你们人事部经理.....先生九点有个约, 是关于你们登报职员之缺的事。
- ♥ Which job would you like to apply for? 你要申请哪一项工作?
- ♥ I'm interested in a position as a/an.... 我对.....职务有兴趣。
- ♥ I think I'm right person you want, and my education background, qualifications and work experience perfectly match what you are looking for. 我想我是你们所需要的合适人选, 我的受教育程度、能力和工作经验非常适合你们的要求。
- ♥ We have very long working hours. Would you be able to work in the evening? 我们的工作时间相当长, 你愿意做晚班吗?

## 2 Reporting for Work 报到上班

### (1)

A: Can I help you? 我能帮你吗?

B: Yes, thanks. Would you tell me where the manager's office is? 谢谢, 请告诉我经理办公室在哪儿?



A : What do you wish to see him about ? 你找他有什么事吗 ?

B : I am asked to report to the manager. 我是来向经理报到上班的。

A : So you are Liu Wei , right ? The manager is waiting for you.

Please follow me. 那你就是刘伟, 对吗? 经理在等你呢, 请跟我来。

## ( 2 )

A : Good morning , Mr. Smith. 早上好, 史密斯先生。

B : Morning , Xiao Zhang. Do you have any difficulty finding my office ? 小张, 你早。怎么样, 办公室不难找吧 ?

A : Not bad. Shall I begin my job now ?

还行, 我现在就开始干活, 行吗 ?

B : Wait a minute , please. Here is your job description. Have a look at it first. 等等, 这儿有你的工作职责说明。先看一下吧。

A : All right. Thank you. 好的, 谢谢。



### 日常用语 Useful Expressions

♥ Is Mr. Kramer in ? I come to report to him.

请问克雷默先生在吗? 我是来向他报到的。

♥ Very glad to meet you , Mr. kramer. I come to report for work. 克雷默先生, 很高兴见到你。我是来报到上班的。

♥ Welcome to our company , Lin Hua. You'll be working in