

The background of the entire page is a photograph of two men in dark business suits standing on a high-rise balcony or rooftop. They are facing each other and appear to be in conversation. The man on the left is holding a large, light-colored briefcase. Behind them, several tall, modern skyscrapers with glass facades reach into a cloudy sky. The overall color palette is muted, with a teal or cyan tint.

面试英语

十三部

By dlwang

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1 开始面试

BASIC EXPRESSIONS 基本句型表达

1) May I come in?

我可以进来吗?

2) How are you doing, Mrs. Smith?

你好, 史密斯女士。

3) Excuse me. May I see Mrs. Smith?

对不起, 我可以见史密斯女士吗?

4) Miss Wu? Will you come in please? Take a seat.

吴小姐, 请进, 坐下吧。

5) I have come here for an interview by appointment. Nice to meet you.

我是应约来面试的, 非常高兴见到你。

6) I am coming for an interview as required.

我是应邀来面试的。

7) Did you have any difficulty finding our company?

找到我们公司困难吗?

8) How do you think of the weather today?

你认为今天的天气如何?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

A: May I come in?

I: Yes, please.

A: How are you doing, Madam? My name is Wujing. I am coming to your company for an interview as requested.

I: Fine, thank you for coming. Mr. Wu, Please take a seat. I am Anne Smith, the assistant manager.

A: Nice to see you, Mrs. Smith.

I: Nice to meet you, too.

A: 我可以进来吗?

I: 请进。

A: 你好, 夫人。我叫吴京, 我是应邀来贵公司面试的。

I: 好的, 谢谢你过来。吴先生请坐, 我叫安妮·史密斯, 是经理助理。

A: 非常高兴见到你, 史密斯女士。

I: 我也很高兴见到你。

Dialogue 2

A: OK, Mr. Wu. You may come in. I am Anne Smith and on my right, my colleague, Anna Duncan, and on my left, Angela Lamb. Do please sit down.

I: Thank you. Good afternoon Mrs. Smith, Miss Duncan, Miss Lamb.

A: Your English is fluent.

I: Thank you.

A: How do you think of the weather today?

I: I don't like the weather like this. Cold and rainy. Hope it become sunny as soon as possible.

A: 好了, 吴先生, 你可以进来了。我是安妮·史密斯, 我右面是我的同事安娜·邓肯, 左边是安吉拉·兰姆。请坐吧。

I: 谢谢你。下午好, 史密斯女士、邓肯小姐、兰姆小姐。

A: 你的英语很流利。

I: 谢谢夸奖。

A: 你觉得今天的天气如何?

I: 我不喜欢这样的天气, 又冷还下着雨, 真希望早点出太阳。

Dialogue 3

A: Excuse me. May I see Mrs. Smith?

I: It's me. What can I do for you?

A: Nice to meet you, Mrs. Smith. I'm coming here for an interview by appointment.

I: Are you Mr. Wu?

A: Yes, I am.

I: Nice to meet you, too. Did you have any difficulty finding our company?

A: Not really, I am familiar with this area.

A: 不好意思, 我可以见史密斯女士吗?

I: 我就是, 需要我帮忙吗?

A: 很高兴见到你, 史密斯女士。我是应约来面试的。

I: 你是吴先生吧?

A: 是的, 我是。

I: 我也很高兴见到你。找我们公司困难吗?

A: 没有, 我对这一带很熟悉。

WORDS AND EXPRESSIONS 关键词

interview 面试 request 需要, 要求

as requested 应邀 assistant 助理的, 辅助的; 助手

as soon as possible 尽快 colleague 同事

appointment 约会, 约定 fluent 流利的, 流畅的

by appointment 按约定 be familiar with 熟悉

NOTES 注释

这是面试开始时常用到的几个场景。面试可能是一对一进行, 也可能是集体面试, 一般之前都有预约。注意不同场合下的几个关键用语: (提前预约过) “I come here for an interview by appointment.” 或者 “I am coming to your company for an interview as requested.”。

如果是集体面试, 主考官会轮流叫人, 进入房间后只要自己介绍就可以了。如果是第一次登门拜访, 则需要说明你的来意和一些相关情况, 比如你是从广告上看到的招聘启事或者是经人推荐的, 一定要说清楚。句型有: “Excuse me, please. I wish to apply for the vacancy advertised in the morning newspaper yesterday. Has the vacancy been filled?” 或者 “I was referred to your company by Mr. White, your manager.”。

2 个人信息

这里所讲的个人资料是一个应征者的基本信息，虽然是一些很简单的问题，但是正是根据这些信息，主考官可以初步断定应试者是否符合他们的要求。

BASIC EXPRESSIONS 基本句型表达

1) What is your name, please?

请问，你叫什么名字？

2) Can you tell me what your full name is, please?

能把你的全名告诉我吗？

3) How do you spell your full name?

你的全名怎么拼写？

4) I was born on June 22, 1980.

我生于 1980 年 6 月 22 日。

5) You look very young. How old are you?

你看上去很年轻，你多大了？

6) I am just over twenty-two.

我刚过 22 岁。

7) Where are you from?

你是哪里人？

8) Where is your **native place**?

你的籍贯是哪里？

9) Where do you live now?

你现在住哪里？

10) I live at 606 Zhongguancun Road, Apt. 802, Beijing.

我住在北京市中关村大街 606 号，802 单元。

11) Can you tell me something about your family?

能介绍一下你的家庭情况吗？

12) Are you married?

你结婚了吗？

13) How long have you been married?

你结婚多长时间了？

14) I have been married for two years.

我结婚两年了。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What is your name, please?

A: My name is Sun lin.

I: How old are you?

A: I am twenty-five years old.

I: May I ask your birth date?

A: Yes, my birth date is September 22, 1977.

I: Where do you live now?

A: I live at 606 Zhongguancun Road, Apt 802, Beijing.

I: Then tell me your **birthplace**.

A: My birthplace is Nanjing.
 I: Ok, I know you are not a resident of Beijing. Where is your domicile place then?
 A: My domicile place is Nanjing, too.
 I: 请问, 你叫什么名字?
 A: 我叫孙林。
 I: 你多大了?
 A: 25 岁。
 I: 我可以问问你的生日吗?
 A: 可以, 我的生日是 1977 年 9 月 22 日。
 I: 你现在住哪里呢?
 A: 我住北京市中关村大街 606 号, 802 单元。
 I: 你的出生地是?
 A: 我的出生地是南京。
 I: 好的, 我知道你不是北京人。那你的原籍是哪里?
 A: 我的原籍也是南京。

Dialogue 2

I: Mr.Sun, would you mind if I ask you some questions, which may sound impolite?
 A: Ah, never mind, please.
 I: Can you tell me how old you are?
 A: I am 25 years old.
 I: Are you **married**?
 A: No, I am still **single**.
 I: Can you tell me something about your family?
 A: Ok. There are four persons in my family, my parents, my elder sister and me.
 I: 孙先生, 我可以问你几个听起来可能不是很有礼貌的问题吗?
 A: 啊, 没关系, 请问吧。
 I: 你能告诉我你多大了吗?
 A: 我 25 岁了。
 I: 你结婚了吗?
 A: 没有, 我还是单身。
 I: 那你能告诉我你家里的一些情况吗?
 A: 好的, 我家四口人, 我父母, 我姐姐和我。

Dialogue 3

I: Tell me a little bit about yourself, please.
 A: My name is Sunlin and I live in Beijing. I was born in 1980. I will graduate from Peking University this July. I have majored in accounting.
 I: Would you tell me something about your family?
 A: There are three in my family, my parents and myself. My father is a teacher and my mother is a worker.
 I: 能告诉我一些你自己的情况吗?
 A: 我叫孙林, 住在北京。我出生于 1980 年。今年七月将从北京大学毕业, 我主修的专业是会计学。
 I: 能说说你的家庭情况吗?
 A: 我们家三口人, 我父母和我。我父亲是一位教师, 我母亲是一名工人。

WORDS AND EXPRESSIONS 关键词

birthplace 出生地 resident 居民, 居住者
 domicile (法律) 原籍 sound 听起来
 single 单身的 married 结婚的

NOTES 注释

根据这些信息，主考官可以初步断定应试者是否符合他们的要求，比如有些工作只适合本地人来做；有些工作需要经常出差，单身的人就有优势。但是有些涉及个人隐私，自己不便于说的，比如主考官问你：I noticed you are wearing a wedding ring. Do you have any children? 这时你最好的回答就是 Why do you ask?, 这样可以使你掌握主动，使主考官把他真正的意图说出来，比如也许他是在试探你是否能长时间留在他们公司。

1) Can you tell me your name, please?

Can I have

What is

请问你能告诉我你的名字吗？

请问我能知道你的名字吗？

请问你叫什么名字。

2) How old are you? 你多大了？

What is your age?

May I ask your age?

3) What is your birthday? 你的生日是？

When is your birth date? 你哪一年出生？

When were you born? 你哪一年出生？

4) Where are you from?

Where do you come from?

What is your hometown?

你来自哪里？

你来自哪里？

你的老家是哪里？

5) Where is your native place?

domicile

permanent

你老家是哪里？

你现在住在哪里？

你永久性的居住地是哪里？

3 性格与爱好

通过个性和爱好的问答，主考官可以初步判断面试者的性格特点是否适合职位的需要。性格外向的人往往容易给人留下热情活泼、思维敏捷但不深沉的印象，这类性格的人在面试时说话的节奏要适当放慢，语言组织得当，要注意给人以博学多才、见多识广的良好形象。性格内向的人则容易给人留下深沉有余、反应迟缓的印象，在面试时，这类性格的人要力争积极回答，并就某一重大观点展开论述，以弥补自己性格上的不足。

兴趣爱好有助于工作的胜任愉快，而且热爱本职，从事的专业岗位与自己的兴趣爱好相吻合也更有利于出成果。

BASIC EXPRESSIONS 基本句型表达

1) What kind of **character** do you think you have?

你认为自己是什么性格的人？

2) Are you **introverted or extroverted**?

你内向还是外向？

3) What kind of person would you like to work with?

你喜欢和什么样的人一起工作呢？

4) -How do you get along with others?

你和别人相处得怎样？

-I get on well with others.

我和别人相处得很好。

5) Do you have any particular **strengths or weaknesses**?

你有什么特别的优点和缺点吗？

6) What basic **principles** do you apply to your life?

你生活中的基本原则是什么？

7) How do you spend your spare time?

你的业余时间怎么度过？

8) What kind of sports do you like most?

你最喜欢什么运动？

9) What are your hobbies?

你的业余爱好是什么？

10) I have an interest in traveling.

我对旅游非常感兴趣。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What kind of character do you think you have?

A: Generally speaking, I am an **open-minded** person.

I: What is your strongest **trait**?

A: Cheerfulness and friendliness.

I: How would your friends or colleagues describe you?

A: They say Mr. Sun is a friendly, sensitive, caring and determined person.

I: What **personality** do you admire?

A: I admire a person who is honest, flexible and easy-going.

I: How do you get along with others?

A: I get on well with others.

I: 你认为你是什么性格的人？

A: 总的来说，我是个思想很开明的人。

I: 你个性上最大的特点是什么？

A: 乐观和友好。

I: 你的朋友或同事怎么形容你？

A: 他们说孙先生是位很友好、敏感、关心他人和有决心的人。

I: 你欣赏哪种性格的人？

A: 我欣赏诚实、灵活而且容易相处的人。

I: 你和别人相处得怎样?

A: 我和别人相处得很好。

Dialogue 2

I: What kind of person do you think you are?

A: Well, I am always **energetic and enthusiastic**. That is my strongest **personality**.

I: What are your strengths and weaknesses?

A: Em, as I have said, I am diligent and industrious. On the other hand, sometimes I am too hard-working and I put myself under too much pressure to make things perfect.

I: What qualities would you expect of persons working as a team?

A: To work in a team, in my opinion, two characteristics are necessary for a person. That is, the person must be cooperative and aggressive.

I: How do you spend your leisure time?

A: I like playing games and having sports. They are my favourite hobbies.

I: So, what kind of sport do you like most?

A: Oh, it's hard to narrow it down to just one. I mean, I like all kinds of sports, basketball, swimming, bike riding and so on. Maybe it is just the reason why I am so energetic and vigorous.

I: 你觉得你自己的个性如何?

A: 嗯, 我觉得自己精力很充沛, 做事很有热情。这是我最大的特点了。

I: 那你认为自己的最大优点和缺点是什么呢?

A: 正如我刚才说过的, 我工作特别勤奋认真。但是, 有时为了尽可能把事情办得完美些, 我又会让自己背上太多的压力, 工作太辛苦。

I: 你认为作为团队中的一员, 一个人需要具备什么样的品质?

A: 依我之见, 作为团队中的一员, 合作精神和进取精神两者皆不可少。

I: 你业余时间都做些什么?

A: 我爱玩游戏和体育运动, 这是我最大的爱好。

I: 那么你最喜欢什么体育运动?

A: 哦, 那可实在太多了, 我喜欢各类体育运动, 打篮球、游泳、骑车之类的。也许这是我精力如此充沛的原因吧。

open-minded 开明的, 开放的 **easy-going** 容易相处的

personality 个性, 人格 **enthusiastic** 充满热情的

leisure 空闲的, 闲暇的 **hobby** 业余爱好

应试者应该根据应聘职位的需求, 尽量地使用适当的词语形容自己的个性特点。例如, 应试者如果应聘秘书的职位, 那么他(她)在形容自己的个性特点时应尽量选用类似 **efficient** (有效率的)、**careful** (办事仔细的)、**responsible** (负责的) 等词语而不应该选用 **purposeful** (有目的的) 或 **liberal** (心胸宽大的) 等不着边际的词语。

1) What kind of character do you think you are?

personality

person

你认为你自己具有什么样的性格。

你认为你自己具有什么样的个性。

你认为你自己是个什么样的人。

2) Do you have any particular strengths or weaknesses?

What are your strengths and weaknesses?

merits

strong points

shortcomings

你有什么特别的强项或缺点吗？

你的强项和缺点是什么？

你有什么优点？

你有何长处？

你有何缺点？

3) How do you spend your leisure time? = What do you do for leisure?
spare
free

你的休闲时间如何度过？

你的空闲时间怎么打发？

你的空闲时间怎么打发？

4) I have an interest in traveling.
am fond of
like
love

我对旅游感兴趣。

我喜欢旅游。

我喜欢旅游。

我爱好旅游。

4 教育背景

刚踏出校门的社会新鲜人，由于尚无实际工作经验，面试者也无从询问“工作”本身的专业性问题，但是他可以藉由你所读学校、所选修的课程、在课业上的表现、以及所参加的社团活动等方面，来判断你是否具备做好这份工作的潜力与能力。回答这类问题，正是你进行“自我推销”的大好时机，一定要好好把握。

BASIC EXPRESSIONS 基本句型表达

1) What degree will you receive?

你将拿到什么学位？

2) I will receive a Bachelor's degree.

我将获得学士学位。

3) How about your academic records at college?

你大学的成绩如何？

4) I have been doing quite well at college.

我在大学时学习很好。

5) My specialization at the university is just in line with the areas your institute deals with.

我在大学所学的专业和你们研究所所涉及的范围刚好对口。

6) I was one of the top students in the class.

我是班里最优秀的学生之一。

7) Which course did you like best?

你最喜欢哪门课程?

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Which school are you attending?

A: I am attending Hebei University of Technology.

I: When will you graduate from that university?

A: This coming July.

I: What degree will you receive?

A: I will receive a Bachelor's degree.

I: What is your major?

A: My major is Business Administration.

I: How have you been getting on with your studies so far?

A: I have been doing quite well at college. According to the academic records I have achieved so far, I am confident that I will get my Bachelor of Business Administration this coming July.

I: How do you think the education you are received will contribute to your work in this institution?

A: I have already learned a lot in the classroom and I hope to be able to make practical use of it in your company. My specialization at the university is just in line with the areas your institute deals with. I am sure I can apply what I have learned to the work in your institute.

I: 你在哪个学校上学?

A: 我在河北工业大学上学。

I: 你什么时候毕业?

A: 今年七月。

I: 你能拿到什么学位?

A: 学士学位。

I: 你是什么专业的?

A: 我的专业是商业管理。

I: 到目前为止, 你在校的学习情况如何?

A: 我学得不错。根据至今我所取得的学习成绩, 我敢肯定今年 7 月份我一定能获得商业管理学士学位。

I: 你认为你接受的教育将如何有助于本机构的工作?

A: 我在课堂上学到了很多, 我希望能把它实际运用到贵公司的商务活动中去。我在大学所学的专业和你们研究所所涉及的范围刚好对口。我相信我能够把我所学到的东西运用到你们研究所的工作之中。

Dialogue 2

I: Which university did you graduate from?

A: I graduated from Hebei University.

I: What subject did you major in at university?

A: I majored in Economics.

I: Tell me about the courses of your major in university.

A: I take more than 50 courses in university, including microeconomics, macroeconomics, marketing principles, sales management, statistics, and so on.

I: How did you get on with your studies in university?

A: I did well in university. I was one of the top students in the class.

I: What subject did you minor in?

A: I didn't minor in any subject when I was in university, but I attended English and computer courses. And I am currently studying finance in a training school.

I: 你是哪个学校毕业的?

A: 我毕业于河北大学。

I: 你大学时主修什么专业?

A: 我的专业是经济学。

I: 说说你在大学时都主修了什么课程?

A: 大学期间我修了 50 多门课程, 包括微观经济学、宏观经济学、市场原理、销售管理、统计学等。

I: 你大学时成绩如何?

A: 我成绩非常好, 我是班里最优秀的学生之一。

I: 你辅修过什么专业吗?

A: 我在大学期间没有辅修过, 但参加过英语和计算机培训课程。目前我正在一个培训学校学习财政学。

Dialogue 3

I: Have you received any degrees?

A: Yes. In 1996 I received my Bachelor of Science degree from Hebei University, and in 2001 I received my MBA degree from Peking University.

I: How about your academic records at college?

A: In fact my records were excellent. My overall GPA was 9 on a 10 scale, which was the highest in my class.

I: That's very impressive. Which course did you like best?

A: English. It was both interesting and useful, so I showed a great interest in it.

I: Can you tell me why you changed your major when you were a graduate student?

A: Because I am very interested in administration and I did take some courses in it. I also performed well in the subjects. Hence I believe that I can do a good job in this position.

I: Did you get any honors and awards at college?

A: Yes. I was awarded a scholarship from the university every year. In 1995 I participated in the National Contest of Maths Models and I won the prize.

I: 你有获得学位吗?

A: 有, 1996 年我在河北大学获得了理学学士学位, 2001 年在北京大学获得了工商管理硕士学位。

I: 你大学时学习成绩如何?

A: 事实上我每门课都非常优秀, 我的总平均成绩按 10 分制是 9 分, 是班里最高的。

I: 那可真不错哦。你最喜欢哪门课程?

A: 英语。因为这门课既有趣又实用, 我对它很感兴趣。

I: 那你能告诉我你读研究生时为什么要换专业吗?

A: 因为我对管理非常感兴趣, 而且我也学过这方面的课程, 而且成绩非常好。因此, 我相信我能做好这个职位。

I: 你大学时获得过荣誉和奖励吗?

A: 获得过。每年我都获得学校奖学金，在 1995 年我参加了国家数学建模考试，并得了奖。

major 主修课；主修的；主修 degree 学位

bachelor 文理学士 contribute 贡献

minor in 辅修 academic 学术的

impressive 给人深刻印象的 honor 荣誉

award 奖励 scholarship 奖学金

在回答提问时要注意投其所好，比如对方问你 “What course do you like best?”, 这时你最好回答和所应聘公司相关的科目，这会让他留下你很有潜力的印象。

注意几个关键的词语：degree (学位)、subject (科目)、department (系)、Bachelor's degree (学士学位)、major (主修)、minor (辅修)。

5 个人技能

在面试时，个人技能主要指除了专业之外的、能对你的专业发展有帮助的一些技能。也许你有很多技能，也不必一一列出，最好只说那些与应聘岗位相关的资格认证或者技能。最突出的就是外语能力，比如英语水平和日语水平怎样，以及电脑知识，这些都可以被看作是应聘者的技能。

BASIC EXPRESSIONS 基本句型表达

1) How do you think of your English?

你认为你的英语水平如何？

2) How do you think of your proficiency in written and spoken English?

你认为你的书面英语和口语熟练程度如何？

3) I think my English is good enough to communicate with English speaking people.

我认为我能用英语和说英语国家的人很好的交流。

4) What other foreign language do you speak?

你还能说什么其他外语吗？

5) I have a good command of

我精通……

6) Have you obtained any certificate of technical qualifications?

你获得过什么技术证书吗？

7) What special skills do you have, can you tell me?

你能告诉我你有什么特殊技能吗？

8) Have you gotten any special training in ...?

你接受过……方面的特殊培训吗？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Our advertisement says English competence is a key requirement of this position. Then how do you think of your proficiency in written and spoken English?

A: I have learned English for 10 years, and I have passed College English Test Band 4 and 6. My spoken English is fairly good enough to express myself fluently.

I: What other foreign language do you speak?

A: I did self-study of Japanese in college, and I can carry on some simple conversations in Japanese.

I: 我们的招聘广告要求这个职位的应聘者应当具有相当好的英语水平，那么，你认为你的书面英语和口语能力如何呢？

A: 我已经学英语 10 年了，而且我通过了大学英语四级和六级。我能用英语口语把自己的想法流利地表达出来。

I: 你还能说其他别的外语吗？

A: 我在大学时自学过日语，我能用日语进行一些简单的对话。

Dialogue 2

I: Have you obtained any certificate of technical qualifications or license?

A: Yes, I have received an **Engineer's Qualification Certificate** and a **driver's license**.

I: How many years have you had the driver's license?

A: I have two years driving experience.

I: That's good. What special skills do you have, can you tell me?

A: I have experience in computer operation, proficiency in Microsoft Windows, Microsoft Word and Microsoft Excel.

I: What computer languages have you learned?

A: Visual C++, C and Delphi.

I: Have you gotten any special training in programming?

A: No, but I have database programming experience and network knowledge.

I: 你获得过技术资格证书或者执照吗？

A: 是，我有工程师资格证书和驾照。

I: 你获得驾照多长时间了？

A: 我已经有两年的驾龄了。

I: 好，那你能告诉我你有什么特殊技能吗？

A: 我有电脑操作经验，熟悉微软 Windows, Word 和 Excel。

I: 你学过哪种计算机语言？

A: Visual C++, C 和 Delphi。

I: 你在编程方面受到过特殊培训吗？

A: 没有，但是我有数据库编程经验并具有网络知识。

proficiency 熟练程度；精通 fluently 流利地，通畅地

carry on 进行 qualification 资格

certificate 证书；证明书 license 许可证，执照

programming 编程

database 数据库

1) I can speak English.

French

Spanish

German

我会讲 英语。

法语

西班牙语

德语

2) I have received an Engineer's Qualification Certificate.

an Accountant's Qualification Certificate

a Computer Operation's Qualification Certificate

a Tourist Guide's Qualification Certificate

我获得了 工程师资格证书。

会计师资格证书

计算机操作证书

导游证书

3) I am accomplished in programming.

am well up in

am proficient in

have a good command of

我编程很熟练。

我精通编程

我精通编程

我精通编程

4) I have experience in computer operation.

am experienced in

am skillful with

我具有计算机操作经验。

我对计算机操作很有经验。

我的计算机操作技术很好。

6 工作经验

招聘方往往希望知道应聘者的工作性质是否和招聘的职位有关，或者应聘者从以往的工作中吸取到了哪些有用的经验。即便过去的工作和现在应聘的职位无关，也不能说是什么都没学到，因为每份工作都有它可

取之处。有时也许由于种种原因，雇员跳槽比较多，但这不一定是坏事，所以如果自己是属于这种情况，可以向雇主说明干过多种工作使自己经验丰富，能为雇主更好的服务。

BASIC EXPRESSIONS 基本句型表达

1) Do you have any work experience in this field?

你有这个行业的工作经验吗？

2) What kind of jobs have you had?

你做过哪些工作？

3) What's your responsibility at your present work unit?

现在这个单位你负责什么工作？

4) I am responsible for product distribution.

我负责产品销售。

5) I have 4 years experience in staff management.

我有四年管理员工的经验。

6) I have experience as a receptionist.

我做过接待员。

7) What have you learned from the jobs you have had?

你从过去的工作中学到了什么？

8) Would you like to tell me something about your outstanding achievements?

谈谈你的工作业绩好吗？

9) How would you evaluate the company you are with?

你将如何评价你现在的公司？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Do you have any work experience in this field?

A: Yes. After my graduation from university, I worked as a Customer Service Coordinator in a foreign representative office, and then I transferred to a joint venture as a Market Development Manager. So I am familiar with the market in China.

I: What have you learned from the jobs you have had?

A: I learned to be patient when dealing with customers complaints and try my best to solve them. In addition, I learned at my previous jobs how to cooperate with my colleagues.

I: Does your current employer know you are looking for another job?

A: No, I haven't discussed my leaving plans with my current employer, but I am sure he will release me.

I: What is your impression of your present company?

A: Very good.

I: What would your current colleague say about you?

A: They would say I'm a dependable and hard worker.

I: 你有这个行业的工作经验吗?

A: 有, 在我大学毕业后, 我就到一家外企代理处做了一名顾客服务协调员, 之后我转到一家合资企业做市场发展部经理, 所以我对中国市场非常熟悉。

I: 那你从以前的工作中学到了些什么?

A: 我学会了在处理客户的抱怨时要有耐心而且要尽力为他们解决困难。而且, 我还学会了如何与同事共同合作。

I: 你现在的老板知道你在找另一份工作吗?

A: 不知道, 我还没有和他讨论我要离职的计划, 但我坚信他会让我走的。

I: 你对你现在这个公司印象如何?

A: 非常好。

I: 你现在的同事会如何评价你呢?

A: 他们会说我是一个值得信赖并且工作刻苦的人。

Dialogue 2

I: What kind of jobs have you had?

A: I have been a Production Manager.

I: How many years have you worked as a Production Manager?

A: 3 years.

I: Would you like to tell me something about your outstanding achievements?

A: I had introduced an advanced product line, which increased the output and lessened the cost.

I: Wonderful. Then how many employers have you worked for?

A: Frankly speaking, three. If your company employs me, it will be my fourth.

I: Then have you received any award at your present company?

A: Yes. I was awarded the title of advanced Worker last year.

I: How would you evaluate the company you are with?

A: Although I could not say that everything is perfect there, I still very much appreciate what the company has given me, especial many chances.

I: How would your colleagues evaluate you?

A: They would say I am a responsible friend and a capable colleague.

I: Can you get recommendations from your present employers?

A: Yes, I have brought them with me. Here they are.

I: Do you have any questions?

A: I think that you have covered all the important points already. But if I have any questions later I will contact you.

I: 你都做过什么工作?

A: 我做过生产经理。

I: 你做了几年的生产经理?

A: 三年。

I: 能给我谈谈你的突出业绩吗?

A: 我曾经引进了一条先进的生产线, 产量得到了提高, 而且成本也降了下来。

I: 非常不错, 那你为几个雇主工作过?

A: 坦白地说, 三个。如果我被贵公司录取, 这将是我的第四份工作。

I: 那你在目前这个公司获得过什么奖励吗?

A: 有, 去年我获得了“先进工作者”的称号。
 I: 你将如何评价你现在的公司?
 A: 虽然我不能说它尽善尽美, 但我仍然非常感谢它给了我很多, 尤其是许多机会。
 I: 你的同事会如何评价你呢?
 A: 他们会说我是一个值得信赖的朋友和很有能力的同事。
 I: 你目前这个雇主能给你写推荐信吗?
 A: 可以, 我已经把它带来了, 给你。
 I: 你有什么问题要问吗?
 A: 我想你已经把所有重点都提到了, 不过如果以后我有什么问题, 我会与你联系的。

coordinator 协调员 representative office 代表处, 代理处
 joint venture 合资企业 cooperate 合作, 协作
 colleague 同事, 同僚 dependable 可靠的
 outstanding 突出的, 显著的 introduce 引进, 传入, 介绍
 prize 奖励 evaluate 评价
 perfect 完美的 capable 能干的, 有能力的
 appreciate 感激 recommendation 推荐(信), 介绍(信)

谈论工作经验是表现自己是该职位合适人选的良机, 可以运用事例说明自己的工作经验和成就, 如曾经一手成立了新部门、新系统、找到新客户等。不过, 切记答案要言简意赅, 不要长篇大论。至于没有或工作经验很少的毕业生, 可将一些在学校生活学到的东西联系到申请的工作上。例如, 上学时曾经当过学生会主席便可以用实例证明自己有领导才能。

询问工作经验的句型还有:

- 1) Please tell me about your working experience. 能告诉我你的工作经验吗?
- 2) Have you ever been employed? 你被雇佣过吗?
- 3) What kind of job are you doing now? 你现在做什么工作?

- 1) Do you have any work experience in this field?
 work history
 occupational history
 specific experience

你有没有这方面的工作经验?
 你有没有做过这方面的工作?
 你有没有做过这方面的工作?
 你有没有具体做过这方面的工作?

- 2) Frankly speaking, three.
 To be frank with you
 To be plain with you
 To be honest with you

坦率的说, 是三个。

3) How would your present employer evaluate you?

appraise

judge

describe

你现在的老板会怎样评价你呢?

4) I have been a production manager.

a customer service coordinator

an assistant to the general manager

我做过生产经理。

我做过顾客服务协调员。

我做过总经理助理。

7 离职原因和应聘原因

如今跳槽已是一个很普遍的现象，原因是多种多样的。应征者当被问及跳槽的原因时要把握住一点，那就是你要说出**现在应聘的这个公司能为你提供原公司不能提供的方面**，包括个人发展（development）、机会（opportunity）、工作环境（working environment）等等。

BASIC EXPRESSIONS 基本句型表达

1) Why do you want to leave your present job and join us?

你为什么要辞去现在的工作来我们这里?

2) Why do you want to apply for a position in our company?

你为什么想申请来我们公司?

3) Because your operations are global, so I feel I can gain the most from working in this kind of environment.

因为你们公司的运作是全球化的，我觉得在这样一个环境中工作会收获最多。

4) Because I think my major is suitable for this position.

因为我认为我的专业适合这个职位。

5) Because I'm very interested in your company's training program.

因为我对你们公司的培训计划很感兴趣。

6) Please tell me a little bit about your present job.

请告诉我你目前这个工作的一些情况。

7) Why do you think you are qualified for this position?

你为什么认为你能胜任这个工作?

8) My major and working experience make me qualified for this position.

我的专业和工作经验使我能胜任这个职位。

9) How do you know about this company?

你是怎么知道我们公司的？

10) Your company is very **reputed** in this city, and I heard much praise for your company.

贵公司在这个城市名声很好，我听了很多对贵公司的好评。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: I know in your resume that you have worked in your present company for 3 years, can you tell me why you want to leave your present job and join us?

A: Because the job I am doing in my present company **is of no challenge**, but I like challenge. Your firm is a young organization with many innovative ideas. It has been very successful in an expanding market since its establishment 10 years ago. Working for you would be exactly the sort of challenge I am looking for.

I: Why do you think you are qualified for this position?

A: I have excellent communication skills and I am familiar with the procedures for the last company I worked for. Besides, **I am a team player and have great interpersonal skills.**

I: 从你的简历中，我知道你已经在现在这个公司工作 3 年了，能告诉我为什么你想辞去现在这个工作来我们公司吗？

A: 我离开这个公司是因为现在这个工作没有挑战性，但我喜欢挑战。贵公司是一家具有创新精神的年轻公司，自创建 10 年以来，在市场拓展方面取得了巨大的成功。能为你们工作，正是我所追求的那种挑战。

I: 为什么你认为你能胜任我们公司这个职位呢？

A: 我的人际交往能力很强。在我工作的上个公司，我熟练掌握了工作流程，而且我具有团队精神和出色的人际关系技能。

Dialogue 2

I: Why do you want to apply for a position in our company? Don't you like the present job?

A: I like the job and it is similar to the position I am applying for in your company, but the salary of my present job is too low, so I decided to leave.

I: Is that the only reason why you are leaving?

A: No, another reason is that your operations are global, so I feel I can gain the most from working in this kind of environment.

I: If you are hired, when will it be convenient for you to begin to work?

A: If you like, tomorrow is ok.

I: 为什么你要应聘我们公司这个职位，你不喜欢你目前这个工作吗？

A: 我喜欢目前这个工作，而且它和我在贵公司应聘的这个职位很相似，但是我目前这份工作的薪水太低，所以我想离开。

I: 这是你想离职的唯一原因吗？

A: 不，另一个原因是因为你们公司的运作是全球化的，我觉得在这样一个环境中工作会收获最多。

I: 如果你被录用，什么时候方便来本公司上班呢？

A: 如果你愿意，明天就可以。

Dialogue 3

I: How would you describe your ideal job?

A: I think the job should make use of the professional experience I have obtained, and offer me opportunity for advancement.

I: Why do you think you might like to work for our company?

A: I feel my background and experience are a good fit for this position and I am very interested. What's more, your company is outstanding in this field.

I: What makes you think you would be a success in this position?

A: My graduate school training combined with my experience as an intern should qualify me for this particular job. I am sure I will be successful.

I: How do you know about this company?

A: Your company is very reputed in this city; I heard much praise to your company.

I: 你理想的工作是什么样的?

A: 我认为应该能发挥我掌握的专业知识, 而且能为我提供升职的机会。

I: 那你为什么认为你会喜欢在我们公司工作呢?

A: 我认为我的背景和经验非常适合这个工作, 而且我对这个工作也非常感兴趣, 况且贵公司又是这个领域的佼佼者。

I: 你怎么知道能胜任这份工作呢?

A: 我在研究所所受的训练, 加上实习工作经验, 应该使我适合做这份工作。我相信我会成功的。

I: 你是如何知道本公司的?

A: 贵公司在本市很有名, 我听到很多对贵公司的好评。

be of no challenge 不具有挑战性 position 职位
responsibility 责任, 职责 be qualified for 适于担任
apply for 申请 advancement 提升, 晋升
operation 运作 environment 环境, 外界
convenient 方便的 professional 专业的
background 背景 intern 实习生

NOTES 注释

以下是常用离职、应聘原因:

1) The job is out of my major.

我的工作不属于我的专业范围。

2) I want to do a job that can offer me the opportunity for advancement.

我想找一个能给我带来提升机会的工作。

3) I am looking for a more challenging opportunity.

我想找一个更具挑战性的工作。

4) My former company has been bankrupt.

我原先那个公司已经破产了。

5) Because I'm very interested in your company's training program.

因为我对贵公司的培训计划非常感兴趣。

6) Your company has a great future and is conducive to the further development of my abilities.

贵公司前途光明, 有助于我个人能力的发展

7) Working in this company can give me the chance to exert all my strengths.

在贵公司工作能发挥我最大的能力。

8) Because that company didn't have a good future, so I needed to consider my future.

因为那家公司没有什么前途，所以我必需考虑我的未来。

1) Why do you want to leave your present job?

What's the reason for you

For what do you decide

你为何要辞去你现在的工作？

2) I am qualified for this position.

fit for

competent for

equal to

我适合 这个职位。

我适合

我能胜任

我能胜任

3) The job is out of my major.

field

specialty

domain

这份工作不属于我的 专业范围。

专业领域

专业

专业领域

8 工作目标

有时候面试中招聘者会提问应聘者有关工作目标的问题，目的就是了解应聘者做事的风格，以及应聘者对这份工作的看法。当然由于应聘者还不是很了解自己应聘的工作，在回答问题时并不一定面面俱到，因为在实际当中会碰到自己计划中所没有考虑到的问题，所以大致说明自己的计划目标就好了。

BASIC EXPRESSIONS 基本句型表达

1) Are you a goal-oriented person?

你是一个目标明确的人吗？

2) Tell me about some of your recent goals and what you do to achieve them.

告诉我你最近的一些目标以及如何实现它们。

3) What are your short-term goals?

你的近期目标是什么？

4) What is your long-range objective?

你的长远目标是什么？

5) Where do you want to be 5 years from now in your career?

五年内你的事业想达到什么水平？

6) How long would you stay with us?

你能在我们这里呆多长时间？

7) That obviously depends on how things go - whether I'm suited to the firm and the firm to me.

这显然要依事情的发展而定，得看我和公司之间是否互相适合。

8) How long I will stay with the company depends on whether the company and I are satisfied with each other.

我在贵公司会留多久完全依公司和我是否互相满意而定。

9) What do you think of this industry's outlook in five years?

你认为五年内这个行业的发展状况如何？

10) I do believe this industry will be developed rapidly in 5 years time.

我坚信五年内这个行业会飞速发展。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Are you a goal-oriented person?

A: Yes, I am. I always make a plan before I do anything.

I: Where do you want to be in 5 years?

A: I don't want to have a specific title. I just want to enjoy what I am doing.

I: That sounds very reasonable.

A: It's the most important thing to me.

I: If you are hired, how long do you plan to stay with us?

A: That obviously depends on how things go -- whether I'm suited to the firm and the firm to me.

I: Tell me about some of your recent goals and what you do to achieve them.

A: I want to put my knowledge and experience to use in a challenging position. In order to achieve this goal, I just want to work step by step.

I: What is your long-range objective?

A: I haven't thought it over at all.

I: What do you think is the most important thing when looking for a job?

A: I think the most important thing is the interest in the job.

I: 你是一个有明确目标的人吗？

A: 是的，我是，在做每件事之前我都做一个计划。

I: 你在五年内希望做到什么位置？

A: 我并不想要什么特别的头衔，我只想做我喜欢做的事情。

I: 听起来非常有道理。

A: 这对我来说是最重要的。

I: 如果你被录用，计划在我们公司干多久？

A: 这当然依事情的发展而定，得看我和公司之间是否互相适合。

I: 能说说你的近期目标以及如何去实现它吗?

A: 我想把我的知识和经验运用到一个具有挑战性的工作中, 为了达到这个目标, 我只想一步一步地踏实工作。

I: 你的长远目标是什么?

A: 我还没有认真考虑过。

I: 在找工作时, 你认为什么最重要?

A: 我认为是对工作的兴趣。

Dialogue 2

I: Could you project what you would like to be doing five years from now?

A: As I have some administrative experience from my last job, I may use my organizational and planning skills in the future.

I: How do you plan to accomplish this?

A: By doing everything necessary and for further study.

I: How long would you like to stay with this company?

A: How long I will stay with the company depends on whether the company and I are satisfied with each other.

I: What do you think of this industry's outlook in five years?

A: I do believe this industry will be developed rapidly in 5 years time.

I: 你能设想一下五年后你在做些什么吗?

A: 因为我以前的工作积累了一些管理经验, 我希望将来能运用我的组织和计划才能。

I: 你计划怎样来实现它呢?

A: 做任何需要做的事情以及继续深入学习。

I: 你打算在本公司干多长时间?

A: 我在贵公司干多长时间决定于我和公司之间是否互相满意。

I: 你认为五年内这个行业前景如何?

A: 我相信在这五年中, 这个行业会迅猛发展的。

Dialogue 3

I: How long do you plan to stay here?

A: To speak frankly, it doesn't depend on me.

I: How so?

A: I really want to obtain a permanent job. I won't leave as long as I have opportunity to apply my knowledge and get on well with my superiors and colleagues.

I: What are your future plans and what kind of expectations do you have of the company?

A: I know that generally it is possible to move from this position to a management position with two years experience in the company and I would look forward to having the responsibility for training and supervising new members of staff.

I: What is your typical workday like at your present job?

A: I arrive at 8 o'clock every morning, and I make a list of things I must do that day.

I: What then?

A: Then I start work on my list.

I: 你打算在这里工作多久?

A: 坦白地说, 这不是我能决定的。

I: 为什么?

A: 我很想拥有一个固定的工作, 只要我有施展才能的机会, 而且能和上级、同事相处得好, 我就不会离开。

I: 你将来有什么计划? 你对公司有什么期望?

A: 我知道, 通常情况下在贵公司具有了两年的工作经验后是有可能从现在的职位升到管理的位置。我希望能承担培训和监督新员工的职责。

I: 你现在这份工作每天基本上都做些什么?

A: 我每天早上八点到, 然后把我今天要做的事情列出来。

I: 然后呢?

A: 然后我就按照列表工作。

goal-oriented 目标明确的 long-range 长期的

administrative 管理的 organizational 组织的

rapidly 迅速地 superior 上级

supervise 监督, 管理, 指导 typical 典型的

在回答 “How long will you stay with us?” 这个问题时, 特别要注意, 不要用明确的时间概念来回答 “我将在贵公司呆多久”。因为不管怎样回答, 都会招致主考官进一步询问 “为什么?” 所以最保险的回答方式就是 “How long I will stay with the company depends on whether the company and I are satisfied with each other.”

1) I think the most important thing is the interest
in the job. the opportunity of self-development
the opportunity of self-remoulding

我认为最重要的是我对这份工作的兴趣。

我认为最重要的是这份工作为我提供的自我发展的机会。

我认为最重要的是这份工作为我提供的自我完善的机会。

2) Could you project what you would like to be doing five years from now?
where you would like to be
where you want to be

你能设想一下五年后你会在做什么吗?

你能设想一下五年后你想做到哪一个层次吗?

你能设想一下五年后你想做到哪一个层次吗?

9 薪金期望

关于待遇问题, 合理地进行 “自我报价” 有以下讲究:

1. 分析市场行情价格, 可从亲朋好友那里或职业中间机构获取信息。
2. 分析市场需求状况, 了解目前就业市场对这类人才是供不应求还是供过于求。
3. 个人的经验和能力将是薪酬定位的决定性因素。
4. 分析用人单位的特点, 包括福利保障制度和个人发展空间。

BASIC EXPRESSIONS 基本句型表达

1) What are your salary expectations?

你期望的薪水是多少？

2) I expect to be paid according to my abilities.

我希望能根据我的能力支付薪资。

3) With my experience, I'd like to start at RMB 4000 per month.

以我的经验，我希望起薪是每月 4000 元人民币。

4) What is your salary now?

你现在的薪水是多少？

5) What's your expected salary?

你期望的薪水是多少？

6) How long is my probation?

我的试用期多长？

7) I think salary is closely related to the responsibilities of the job.

我觉得工资是与工作的责任紧密相关的。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: What is your salary at present?

A: My present pay is 100,000 Yuan per year.

I: What are your salary expectations now?

A: I like to be paid more than that. Hopefully, 120,000 Yuan per year.

I: That's a little more than we had planned.

A: I think you'll find I'm worth that.

I: I can only offer you 110,000Yuan a year. Raises will be given after a three-month probation according to your performance. Is that satisfactory?

A: Yes, it is quite reasonable.

I: 你现在的薪水是多少？

A: 每年 10 万元。

I: 你现在期望的薪水是多少？

A: 我希望能比原来的多些，希望是每年 12 万元。

I: 这比我们原来计划的多一些。

A: 我想你们会发现我是值得拿那个薪水的。

I: 我们只能每年支付你 11 万元，三个月的试用期后根据你的表现我们会为你加薪的，这样你满意吗？

A: 我很满意。

Dialogue 2

I: What's your expected salary?

A: I expect to be paid according to my abilities.

I: How do you feel about an annual salary of 100,000Yuan plus bonus.

A: That's a little less than I expected. But to me, the most important thing is the job and the people I will work

with. Moreover, I am sure I will get a raise quickly depending on my background and experience.

I: That sounds very reasonable.

A: By the way, how long is my probation?

I: Generally it is 6 months and during this period you are half-paid.

I: 你希望的薪酬是多少?

A: 我希望根据我的能力支付薪酬。

I: 你认为每年 10 万元外加奖金如何?

A: 这比我期望的少一些, 但对我来说, 最重要的是这个工作以及将和我一起工作的人。而且, 凭借我的背景和经验, 我很快就能得到加薪的。

I: 这样听起来很合理。

A: 顺便问一下, 我的试用期多长?

I: 一般来说是 6 个月, 这段期间你只能拿到工资的一半。

Dialogue 3

I: How much do you expect to earn?

A: I think salary is closely related to the responsibilities of the job. Shall we discuss my responsibilities with your company first?

I: If you are hired, you are in charge of the design of toys that can meet the needs of the American market.

A: I know it is a crucial position, but I can do it well. So I'm asking for 200,000Yuan a year as a starting salary.

I: Ok.

I: 你希望挣多少钱?

A: 我觉得工资是与工作的责任紧密相关的, 我们能不能先谈我在贵公司需要承担的责任?

I: 如果你被录用, 你将负责满足美国市场要求的玩具设计工作。

A: 这是一个非常重要的职位, 但我能做好, 所以我要求一开始的年薪为 20 万元。

I: 好吧。

worth 值得的 probation 试用期

performance 表现 satisfactory 令人满意的

bonus 奖金, 红利 be in charge of 由……负责

crucial 重要的, 关键的 starting 开始的

常用的询问薪金要求的句型有:

1) What are your salary expectations?

2) What's your expected salary?

回答要有技巧, 这样才能掌握主动权。比如:

1) I would expect the standard rate of pay at your company for a person with my experiences and educational background.

我希望贵公司对一个具有我这种经验和教育背景的人有一个标准的薪资。

2) I am sure you will make me a fair offer.

我相信你会给我一个公平的薪资。

1) What are your salary expectations?

income

pay

你期望的薪水是多少?

收入

报酬

2) With my experience, I'd like to start at RMB 4000 per month.

Because of

Based on

凭我的经验，我希望开始时每个月能拿到 4000 元。

3) I think salary is closely related to the responsibilities of the job.

difficulty

importance

我认为薪水和工作的职责是密切相关的。

难易程度

重要程度

10 面试结束

退出面试时要和刚进来时一样彬彬有礼，充满自信，这样的表现将给你赢得一个精彩的退场，为你的成功增添一份希望。

BASIC EXPRESSIONS 基本句型表达

1) Do you have any questions you want to ask?

你有问题要问吗？

2) When will I know your decision?

我何时能知道你们的决定？

3) How can we get in touch with you?

我们怎样才能和你取得联系呢？

4) I can be reached at my office during work hours and at home in the evening.

工作时间我在办公室，晚上我在家，你们都能找到我。

5) Thank you for your interest in our company.

谢谢你来参加我们公司的面试。

6) I'll look forward to hearing from you.

我期待着你的消息。

7) Well, that's all for the interview.

好了，面试到此结束。

8) And do I need the second interview?

我还需要第二次面试吗？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Do you have any questions you want to ask?

A: Yes, I'd like to know if there would be any future opportunities for specific training.

I: If necessary there will be. Any other questions?

A: When will I know your decision?

I: We'll give you our decision in a few days. How can we get in touch with you?

A: I can be reached at my office during work hours and at home in the evening. My office phone number and home phone number are in my resume.

I: Thank you for your interest in our company.

A: Thank you, sir. I expect to hear from you as soon as possible.

I: Would you please let the next applicant come in on your way out?

A: All right. Goodbye.

I: 你有什么问题要问吗？

A: 有，我想知道贵公司将来是否提供特殊培训的机会。

I: 如果需要的话，会有的，还有问题吗？

A: 我何时能知道最终结果呢？

I: 我们会在几天内通知你我们的最终决定，我们怎样才能和你取得联系呢？

A: 工作时间我在办公室，晚上我在家，你们都能找到我。我办公室和家里的电话号码都在我的简历里。

I: 非常感谢你来我们公司面试。

A: 谢谢你，先生。我期待着能尽快得到您的消息。

I: 你出去的时候能通知下一个应聘者进来吗？

A: 好的，再见。

Dialogue 2

I: Well, that's all for the interview. Thank you for your interest in this job.

A: You are welcome. Thank you for taking time out of your busy schedule to interview me.

I: May I call you about our final decision?

A: Yes, please. My telephone number is 2974-5328, and you can call me at any time in the daytime.

I: We will get in touch with you by the end of next week.

A: Great. I will look forward to hearing from you. And do I need the second interview?

I: We'll notify you if necessary. Goodbye.

A: Goodbye.

I: 好了，面试到此结束，非常感谢你来面试这份工作。

A: 不用谢。也非常感谢你在百忙中抽出时间来面试我。

I: 我可以打电话通知你我们的最终决定吗？

A: 当然可以了。我的电话号码是：2974-5328，白天任何时候都可以打电话给我。

I: 我们会在下周末之前联系你的。

A: 好的，我期待着你的消息。那我还需要第二次面试吗？

I: 如果有必要我们会通知你的，再见。

A: 再见。

get in touch with 和……取得联系 reach 触及, 联系
schedule 日程安排表, 时刻表 take 需要, 花费, 占用
notify 通知 hear from 收到……的消息

招聘者往往会以以下这些话语结束面试:

I'm grateful for your concern about the job at our company.

我很感激你对我们公司这项工作的关注。

Thank you for your concern about our recruitment, We shall inform you as soon as we have made our decision.

谢谢你对我们招聘工作的关心。我们一做出决定就会立即通知你。

We have known something about you. You know, we have to interview several applicants before we make our final decision.

你的情况我们已经了解了。你知道, 在做出最后决定之前我们还要面试几位申请人。

面试结束时, 应聘者应该礼貌告退。这时无论你心中有多么渴望这份工作, 切记不要说“I really want this job.

When can I contact you about your decision? Please consider it seriously.”之类的话, 这样只会造成对方的反感。

通常典型的面试结束用语是:

I look forward to hearing from you.

Thank you for your time.

1) How can we get in touch with you?

reach

contact

notify

我们怎样才能和你取得联系呢?

联系到你呢

联系上你呢

通知你呢

2) We will notify you of our decision by mail.

telephone

email

我们会把我们的决定通过寄信告诉你的。

我们会打电话告诉你最终结果的。

我们会发电子邮件告知你最终结果的。

3) Thank you for your interest in our company.

interest in this job

time

非常感谢你对我们公司感兴趣。

谢谢你对这份工作有兴趣。

谢谢你的宝贵时间。

- 4) I hope to hear from you as soon as possible.
look forward to hearing

我希望能尽快听到你的消息

11 表示谢意

面试过后可以写信或打电话向面试过你的人做礼貌性的道谢，一方面表示你的礼貌，另一方面也可以加深招聘者对你的印象。这时也可以强调你对这份工作的兴趣，还可以补充一些你在面试时遗漏的事实。

BASIC EXPRESSIONS 基本句型表达

- 1) Can I help you?
需要我帮忙吗？

- 2) May I speak to... ?
我可以和……通话？

- 3) I am calling you to thank you for the interview yesterday.
我打电话是为了感谢你昨天为我安排的面试。

- 4) It's thoughtful of you to call me again.
你能再次打电话过来，想得真周到。

- 5) I am just calling to say thanks for the interview.
我打电话是为上次的面试向您表示谢意。

- 6) We have narrowed it down to you and two other candidates.
我们已经把范围缩小到你和另外两个应聘者了。

- 7) Do you have any questions we didn't cover in the interview?
上次我们面试时有没有没有被提及到的问题要问？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

- I: Hello, BCD Company, can I help you?
A: Hello, may I speak to Mrs Smith?
I: This is Mrs Smith, may I have your name?
A: This is Sun, and I interviewed with you yesterday.
I: Hello, Mr. Sun.
A: I am calling to thank you for giving me the interview for the Sales Manager position yesterday.
I: You are welcome, Mr. Sun.
A: I really enjoyed meeting with you.

I: You certainly made a good impression on me, as well.
 A: I am very interested in this position.
 I: We'll be making the decision by the end of this week and we'll contact you as soon as possible.
 A: Well, thank you for your time and consideration again.
 I: You are welcome.
 I: 你好，这里是 BCD 公司，您需要帮助吗？
 A: 你好，我可以和史密斯女士通话吗？
 I: 我就是史密斯，你叫什么？
 A: 我是小孙，昨天和你面试过。
 I: 你好，孙先生。
 A: 昨天你给了我面试销售经理一职的机会，我特意打电话向你表示感谢。
 I: 不用客气，孙先生。
 A: 我非常高兴和您见面。
 I: 你也给我留下了非常好的印象。
 A: 我对这个职位非常感兴趣。
 I: 我们会在本周末做出决定的，到时我们会和你尽快取得联系的。
 A: 好的，再次感谢您的时间和考虑。
 I: 不用客气。

Dialogue 2

A: Hello, this is Sunlin. May I speak to Mrs Smith?
 I: This is Mrs Smith. Can I help you?
 A: I am calling to say thank you for the interview yesterday.
 I: You are welcome. I am very impressed by your capability.
 A: Is there anything I should do?
 I: No, nothing. It's thoughtful of you to call me again.
 A: Thank you. Please call me at any time if you have any questions.
 I: Ok, I will. Do you have any question?
 A: No, thank you. Goodbye.
 I: Goodbye.
 A: 你好，我是孙林。我可以和史密斯女士通话吗？
 I: 我就是史密斯，需要什么帮助吗？
 A: 我是为昨天的面试向您表示谢意的。
 I: 不用客气，你的能力给我留下了深刻的印象。
 A: 我还需要做些什么吗？
 I: 不用，你能再次打来电话，已经想得很周到了。
 A: 谢谢你，如果你有什么问题，请随时打电话给我。
 I: 好的，我会的。还有问题吗？
 A: 没有了，谢谢你，再见。
 I: 再见。

Dialogue 3

A: This is Sunlin. Is this Mrs Smith speaking?
 I: Yes, what can I do for you?
 A: I just want to call and say thank you for letting me interview yesterday.
 I: You are welcome, Mr. Sun.

A: And I also want to know what the status is of the position.
 I: Sorry, we haven't made the decision at all. But we should be making the decision by the end of this week. And we'll get in touch with you once we make it.
 A: Do you have any questions we didn't cover in the interview?
 I: No.
 A: Thank you, I am looking forward to hearing from you. Bye-bye.
 I: Thank you for the calling. Bye-bye.
 A: 我是孙林, 您是史密斯先生吗?
 I: 是的, 您有什么需要帮助的吗?
 A: 我只是想打个电话对您昨天给予我面试机会表示感谢。
 I: 孙先生, 不用客气。
 A: 我还想问一下目前这个职位的状况。
 I: 不好意思, 我们还没有做出决定。但我们会在周末之前做出决定的, 到时我们一做出决定就通知你。
 A: 您还有上次我们面试时没有提到的问题要问吗?
 I: 没有了。
 A: 谢谢, 我等待着您的消息。再见。
 I: 再见。

consideration 考虑 impress 给……极深的印象, 使感动
 capability 能力 thoughtful 考虑周到的, 体贴人的
 status 状况, 情形, 地位 cover 包括

电话或书面致谢时, 切记要注意言辞, 不要让招聘者认为你是在逼迫他马上做出决定, 通常只要表示出自己的谢意以及期望就可以了。

常用的句型有:

I just want to call and say thank-you for the interview.

I am just calling to thank you for the interview.

1) I am very interested in this position.

hopeful for

eager for

我对这个职位非常感兴趣。

我非常希望能得到这个职位。

我渴望得到这份工作。

2) It's thoughtful of you to call me again.

attentive

considerate

你再次打电话给我, 考虑得真周到。

3) Do you have any questions we didn't cover in the interview?

mention

touch upon

你还有我们面试中没有提到的问题吗?

4) Thank you for the call.

mail

interview

谢谢你 打电话给我。

谢谢你 寄信给我。

谢谢你给我面试。

12 询问结果

如果面试后的一两周内都还没有得到通知，你也可以打电话去问问，这样自己做到心中有数，当然也可以写信或发 Email 去查问。本节主要讲述打电话询问面试结果。

BASIC EXPRESSIONS 基本句型表达

1) I am just calling to follow up on the status of the Sales Manager position.

我打电话只是想问一下销售经理这个职位的招聘情况。

2) We haven't made any decision yet.

我们还没有做任何决定。

3) Do you have any idea when you might arrive at a decision?

你知道你们什么时候会做出决定吗？

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

A: Hi, may I speak to Mrs Smith, please?

I: This is Mrs Smith.

A: Mrs Smith, how do you do? This is Sunlin. I interviewed with you a few days ago.

I: Yes, Mr. Sun.

A: I am just calling to follow up on the status of the Sales Manager position.

I: We haven't made any decision yet. Although we do have a couple we are looking at including you.

A: I see. Well, I am very interested in this position. And if there is any additional information you need, please call me at any time.

I: I certainly will. Thank you for calling.

A: Thank you very much, too.

A: 你好，我可以和史密斯女士讲话吗？

I: 我就是史密斯。

A: 史密斯女士，你好，我是几天前和你面试过的孙林。

I: 是的，孙先生。

A: 我打电话只是想问一下销售经理这个职位的招聘状况。

I: 我们还没有做任何决定呢, 但我们已有几个人选, 其中包括你。

A: 我知道了。是这样，我对这个职位非常感兴趣。如果你还需要别的资料，请随时打电话给我。

I: 当然会的, 谢谢你打来电话。

A: 我也非常感谢你。

Dialogue 2

A: Hello, may I speak to Mrs Smith?

I: Speaking.

A: Hi, Mrs Smith, this is Sunlin. You interviewed me a few days ago.

I: I know. Can I help you?

A: I am just following up to see if you have made a decision concerning the Sales Manager position.

I: Unfortunately, we have been working to meet a deadline. So we haven't made any decision.

A: Do you have any idea when you might arrive at a decision?

I: I hope by next weekend.

A: All right, thank you.

I: You are welcome. Goodbye.

A: Goodbye.

A: 你好，我可以和史密斯女士通话吗？

I: 我就是。

A: 你好，史密斯女士，我是孙林，几天前你面试过我。

I: 我知道了，你有什么事吗？

A: 我只是想知道关于销售经理一职你们是否已经做出了决定。

I: 很抱歉，我们一直在忙着一个就要到期的工作，所以还没有作任何决定。

A: 那你们知道你们什么时候会作出决定吗?

I: 我希望是在下个周末之前吧。

A: 那好, 谢谢你。

I: 不客气, 再见。

A: 再见。

additional 额外的 follow up on 追踪
concerning 关于, 有关 deadline 最后期限

记住两个常用句型:

I am just calling to follow up on the status of the position.

I am just calling to see if you have made any decision concerning the position.

1) I am just calling to follow up on the status of the Sales Manager position. Personnel Manager

Personnel Manager
Area Representative
Personnel Supervisor

我打电话只是想问一下 销售经理 这个职位的招聘状况。

人事经理

区域代表

人事主管

2) If you 已经 made a decision concerning the Sales Manager position,
about
with regard to

如果关于销售经理一职你已经作出了决定，……

3) Do you have any idea when you might arrive at a decision?
know

你知道你们大概什么时候会作出决定吗？

13 谢绝职务

由于某些原因，你可能不想接受这个职位，所以在接到被录用的通知时，一定要坦白告诉对方你的决定。谢绝职位时，可以诚恳地说出自己的想法，并要感谢对方录用自己。

BASIC EXPRESSIONS 基本句型表达

1) I'd like to tell you that you can come to work for us.

我想通知你你可以来我们公司工作了。

2) I am sorry but I just accepted another offer that I feel is more suitable to my needs.

很抱歉，我刚接受了一个我认为更符合我需要的工作。

3) I really appreciate your offer, but I must decline it.

非常感谢贵公司的录用，但我不得不拒绝这份工作。

4) Frankly speaking, I have been thinking that the position is not right for me after the interview.

坦白地说，面试后我一直认为这个职位不适合我。

5) I really think that position suits my education background better.

我真的觉得那个职位更适合我的教育背景。

CONVERSATIONS 会话

(A=Applicant I=Interviewer)

Dialogue 1

I: Hello, is that Mr. Sun? This is Mrs Smith with ABC Corp.

A: Yes, this is Sunlin.

I: I'd like to tell you that you can come to work for us.

A: Oh, I am sorry, but I just accepted another offer that I feel is more suitable to my needs.

I: I see.

A: I really appreciate your offer, but I must decline it.

I: You are welcome. Please call us if you change your mind.

A: I will. Thank you.

I: 你好，孙先生吗？我是 ABC 公司的史密斯女士。
A: 是的，我是孙林。
I: 我想告诉你你可以来我们公司工作了。
A: 哦，很抱歉，我刚刚接受了另一个我认为更符合我要求的工作。
I: 我知道了。
A: 非常感谢贵公司的录用，但我不得不拒绝它。
I: 不用客气，如果你改变了主意，可以打电话给我们。
A: 我会的，谢谢你。

Dialogue 2

I: Mr. Sun, this is Mrs Smith at ABC. I am calling to offer you the Sales Manager position. I am wondering if you are still interested in it.
A: Frankly speaking, I have been thinking that the position is not right for me.
I: Really, what changed your mind?
A: I think there is too much responsibility for me. I wonder if I can handle it.
I: I am sure you can.
A: But I have my doubts, and I don't want to accept a position that I don't think I will be happy in.
I: You are right.
A: But thank you for the offer. Good luck.

I: 孙先生，我是 ABC 公司的史密斯女士。我打电话是想告诉你销售经理一职你已被录用了。我不知道你还有没有兴趣。
A: 坦白地说，面试后我一直认为这个工作不适合我。
I: 是吗，是什么让你改变了主意？
A: 我认为这份工作要承担的责任太多了，我不知道能否应付得了。
I: 我相信你能应付的。
A: 但我怀疑我自己，我不想接受一份自己感到不快乐的工作。
I: 你说得对。
A: 但还是非常感谢你的录用。祝你好运。

Dialogue 3

A: Hello, this is Sunlin, may I speak to Mrs. Smith?
I: Yes, this is Mrs Smith. Mr. Sun, have you received our letter?
A: Yes, Mrs Smith. I am just calling to thank you for your offer. But I am sorry to tell you I have accepted another position.
I: May I ask why?
A: I really think that position suits my educational background better. What's more, that company will supply me with an apartment, you know I haven't my own house and I have to rent.
I: I see.
A: 你好，我是孙林，我可以和史密斯女士讲话吗？
I: 我就是史密斯。孙先生，你收到我们给你的信了吗？
A: 我收到了，我打电话就是感谢贵公司的录用，不过非常遗憾地告诉你，我已经接受了另一个职位。
I: 我可以问为什么吗？
A: 我觉得那个职位非常符合我的教育背景，而且那个公司会为我提供一套住房，我没有自己的房子，必

须租房子住。

I: 我明白。

suitable 合适的，相配的 offer 提供

decline 拒绝 handle 处理

supply sb with sth 供应，提供 rent 租用

Your words should be professional and courteous [有礼貌的]. You may be turning down this position, but you might want to be considered for future opportunities. Savvy [悟性] job seekers use every possible chance to thank each person with whom you interviewed and wish them and their company continued success.

1) I just accepted another offer that I feel is more suitable to my needs.

more right for me

more interesting to me

我刚接受了另一份我觉得 更能满足我需要 的工作。

更适合我

更感兴趣

2) I don't want to accept a position that I don't think I will be happy in.

offers me too little salary

can't supply me with an apartment

我不想接受 一份我觉得不会让我快乐 的工作。

一份薪水太少

不能为我提供住房