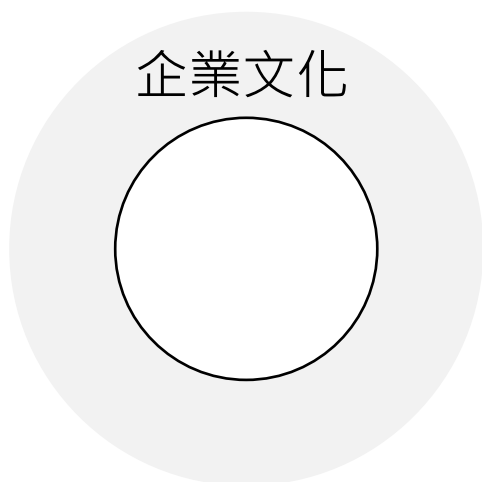
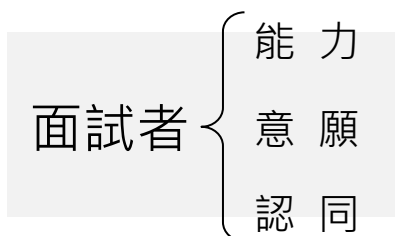


英文履歷／面試準備技巧



一、不當說法修正為合宜表達用語

1. A : It isn't a pretty good decision, I guess.

2. Q : Can you tell me a little about~~ ?

A : OK.

3. A : I want to work for your company.

4. A : I want to work with people.

→

二、面試須知

1. Failure to research the company 確切瞭解公司概况
2. Being unclear on which job 清楚工作所需
3. Not Marketing yourself 強項？能力優勢？
4. Asking silly questions 技巧性提問
5. Dressing inappropriately 服裝不適
6. Practice & being yourself 誠實面對
7. Offering too little detail 簡潔扼要
8. Lacking enthusiasm 眼神接觸
9. "Any questions?" 相關問題
10. Do not arrive late 提早到場

三、常見英語面試問題

1. Tell me about yourself. 請自我介紹

Example -1

I graduated from (學校) . I major in (科系) , plus a good command of English and Japanese (語言/才能) . My working experience has been gained from different jobs, including (以前工作經驗) . In terms of core competencies, I see myself as having the following skills : (自身能力) .

我畢業於……。我的工作經驗有……。在核心競爭力方面，我認為我有……的能力。

- leadership 領導能力
- time management 時間管理能力
- planning 規劃能力
- resource allocation 資源分配能力
- prioritizing 風險排序能力
- crisis intervention 危機處理能力
- managerial skills / organizational capabilities 管理組織能力
- problem-solving ability 解決問題能力

Example -2

- (1) I currently work as a (本身職稱) (to (隸屬職稱)) (in the (部門) of a (公名)). My job function is to act as (功用) between my supervisor and other colleagues or clients. I also perform (其他參與職務). Though my supervisor travels a lot, I'm a self-starter in dealing with related business services, and he/she values my judgment (suggestions) in a variety of contexts.
- (2) Personally, I am creative and motivated. I worked on several major (職務) projects with positive results. I am now looking for a challenging (職稱) position in an established company.
- (3) With my qualifications and experience, I feel I am hardworking, responsible, adaptive and diligent in any project I undertake. Your organization could benefit from my analytical and interpersonal skills.

2. What are your strengths and/or weaknesses ?

| strengths:

- (1) My greatest/biggest strength is tenacity / resourceful / the ability to work independently/ my commitment to work.
- (2) I'm highly stress-resistant / career-ambitious / initiative.
I have a high sense of responsibility / a nice personality.
I'm positive active / a fashion-minded person / persistent with my assignment.
- (3) I have excellent research and analytical skills.
- (4) I have been told I have excellent social skills.
- (5) I strive for job excellence/the best performance (and I collect data from all of our branches and analyze the information on a weekly basis.) / I create maximum interests for my company and always do my best to do my work well.

| weaknesses:

- (1) I tend to be a sheer perfectionist. I usually bury myself in/am fully engrossed in /throw myself into any assignment until it is done/ finished.

- (2) I'd like to get involved in/ take part in a project from start to finish; if not, I feel a bit frustrated/ it a pity not to help them out.
- (3) Sometimes I have a hard time saying no to people / refusing to others' request.
- (4) I had a tendency to turn in my ____ late.
- (5) Lack of related experience in this position is my biggest weakness, but I'm (full of) _____. Besides, my previous experience as (職務) can be applied to the future job situation.

Example-1

I would consider my ultimate strength to

- { be working with unmotivated staff.
- { encourage other coworkers to work on the present task.

I believe that my

- { motivational skills / inspiring words
- { time management / resource allocation.....
- { are beneficial for employees that are not reaching their potential and need someone to give guidance and mentoring.
- { can boost the effective capacity and create the most interests.

In terms of weaknesses, I feel that my lack of patience with myself has almost always forced me to go the extra mile, and never give myself an opportunity to rest or being sluggish.

Example-2

I believe that I am able to use my leadership skills to lead a team successfully. My past experience has proven that I am results driven and can achieve the required goals within the time allocated. I have been able to do this because of my ability to prioritize, identify problems that occur in the field, and make necessary decisions when needed.

3. Are you a team player ?

Or would you rather work alone ?

- (1) I like both, depending on the situation.
- (2) I've been in both situations. I'm quite happy working alone when necessary; oftentimes I don't need much assurance, but I prefer to work on a team.
- (3) I'm very much a team player, and I believe strong positive reinforcement is necessary for every team member.
- (4) As for my previous experience, I get along quite well with my colleagues, but I prefer to work alone because my job needs full concentration.

4. Why are you leaving your last/present job ?

Why do you want to work for this company ?

I've enjoyed working at (公司名稱), and I learned so much for the past years / I valued the experience I acquired there.

(I was a program manager for a manufacturing company. I was in charge of cost analysis concerning different quantities of manufacturing. I also worked on planning the procedure for the next deliverables.)

However, I'd like to take more challenges, pursuing for the bright future. I thought the advertised position would be a great opportunity to me (and my previous working experience can be applied to this position) . Besides, the goals of the company are in line with mine.

{ I've always wanted to work in an industry that (需求技能).
{ I've longed to work in a/an (產業別).

As you probably have heard/ known, the world is facing economic hardship / trade slack season, and my company is going through major restructuring.

Could you tell me more about the position ?

5. What do you feel this position should pay ?

What is your current salary ?

I'll be happy to tell you that, but I'd feel more comfortable discussing salary if you let me fully understand what's required for this position, because I'm not sure if the two jobs are comparable.

- (1) My current (base) salary is \$____ (, including bonuses and benefits) .
- (2) I understand that the range for this job is between \$____ and \$____. That seems appropriate for the job as I understand it. Or perhaps you can help