**外企英文面试常见问题和对策范文**

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| **英文问题** | **中文解释** | **英文回复** | **中文解释** |
| Can you sell yourself in two minutes？ Go for it. | 你能在两分钟内自我推荐吗？大胆试试吧！ | With my qualifications and experience, I feel I am hardworking, responsible and diligent in any project I undertake.Your organization could benefit from my analytical and interpersonal skills | 依我的资格和经验，我觉得我对所从事的每一个项目都很努力、负责、勤勉。我的分析能力和与人相处的技巧，对贵单位必有价值。 |
| Give me a summary of yourcurrentjobdescription | 对你目前的工作，能否做个概括的说明。 | I have been working as a computer programmer for five years. To be specific, I do system analysis, trouble shooting and provide software support |  我干了五年的电脑程序员。具体地说，我做系统分析，解决问题以及软件供应方面的支持。 |
|  Why did you leave your last job？ | 你为什么离职呢？ | Well, I am hoping to get an offer of a better position. If opportunity knocks, I will take it. | 我希望能获得一份更好的工作，如果机会来临，我会抓住。 |
| How do you rate yourself as a professional？ | 你如何评估自己是位专业人员呢？ | With my strong academic background, I am capable and competent | 凭借我良好的学术背景，我可以胜任自己的工作，而且我认为自己很有竞争力。  |
| What contribution did you make to your current (previous) organization？ | 你对目前/从前的工作单位有何贡献？ | I have finished three new projects, and I am sure I can apply my experience to this position.  | 我已经完成三个新项目，我相信我能将我的经验用在这份工作上。 |
| What do you think you are worth to us？ | 你怎么认为你对我们有价值呢？ | I feel I can make some positive contributions to your company in the future | 我觉得我对贵公司能做些积极性的贡献。 |
| What make you think you would be a success in this position？ | 你如何知道你能胜任这份工作？ | My graduate school training combined with my internship should qualify me for this particular job. I am sure I will be successful | 我在研究所的训练，加上实习工作，使我适合这份工作。我相信我能成功。  |
| Do you work well under stress or pressure？ | 你能承受工作上的压力吗? | Yes, I think so.  | 是的，没问题 |

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| **英文问题** | **中文解释** | **英文回复** | **中文解释** |
| What is your strongest trait(s)？ | 你个性上最大的特点是什么？ | Adaptability and sense of humor.  | 适应能力和幽默感 |
| How would your friends or colleagues describe you？ | 你的朋友或同事怎样形容你？ | They say Mr. Chen is an honest, hardworking and responsible man who deeply cares for his family and friends.  | 他们说陈先生是位诚实、工作努力，负责任的人，他对家庭和朋友都很关心。 |
|  What personality traits do you admire？ | 你欣赏哪种性格的人？ | I admire a person who is）honest,flexibleandeasy-going | 诚实、不死板而且容易相处的人。 |
| What leadership qualities did you develop as an administrative personnel？ | 作为行政人员，你有什么样的领导才能？ | I feel that learning how to motivate people and to work together as a team will be the major goal of my leadership.  | 我觉得学习如何把人们的积极性调动起来，以及如何配合协同的团队精神，是我行政工作的主要目标。 |
| How do you normally handle criticism？ | 你通常如何处理别人的批评？ | Silence is golden. Just don't say anything; otherwise the situation could become worse. I do, however, accept constructive criticism.  | 沉默是金。不必说什么，否则情况更糟，不过我会接受建设性的批评。 |
|  What do you find frustrating in a work situation？ | 在工作中，什么事令你不高兴？ | Sometimes,thenarrow-minded people make me frustrated | 胸襟狭窄的人，有时使我泄气。 |
| How do you handle your conflict with your colleagues in your work?  | 你如何处理与同事在工作中的意见不和？ | I will try to present my ideas in a more clear and civilized manner in order to get my points across. | 我要以更清楚文明的方式，提出我的看法，使对方了解我的观点。 |
| How do you handle your failure？ | 你怎样对待自己的失败？ | None of us was born "perfect". I am sure I will be given a second chance to correct my mistake. | 我们大家生来都不是十全十美的，我相信我有第二个机会改正我的错误。 |