

<<白领求职面试英语40情景主题>>

图书基本信息

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内容概要

《白领求职面试英语40情景主题》内容丰富、实用性强。系统、详尽地向读者介绍了求职的流程、面试的种类、面试的礼仪以及在面试过程中会遇到的问题等，是准备进行求职面试的读者的必备宝典。
《白领求职面试英语40情景主题》适用于希望提高英语水平的广大英语爱好者。

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书籍目录

Unit 1 Opening Remarks 面试开场白 Unit 2 Self-introduction and Unique Benefits 自我介绍和独具的优势 Unit 3 Major, Achievement and Grade 专业, 成绩和学分 Unit 4 Experience(Activities)at School and the Hobby 学校经验和兴趣爱好 Unit 5 Personal Accomplishments 个人成绩 Unit 6 Language Ability 语言能力 Unit 7 Impromptu Question and Answers 即兴问答 Unit 8 Strengths and Weaknesses 优势与劣势 Unit 9 Why do You Want to Work Here? 你为什么想要在这儿工作呢? Unit 10 Case Interviews 案例面试 Unit 11 Stress Interview 压力式面试 Unit 12 Situational Interviews 情景面试 Unit 13 Meal Interview 在餐桌上进行的面试 Unit 14 Inquiring Information about the Company 沟通企业的基本情况 Unit 15 Behavioral Interview 行为面试 Unit 16 Interview Etiquette(1) 面试礼仪(一) Unit 17 Interview Etiquette(2) 面试礼仪(二) Unit 18 Fesco Interview 猎头引荐 Unit 19 Telephone Interview 电话面试 Unit 20 Wage Negotiation 谈论薪资待遇 Unit 21 Closing an Interview 结束面试 Unit 22 Follow—ups after Job Interviews 面试后续

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章节摘录

An interviewer or employer will discover a great deal about you in a relatively small amount of time by use of their experience in body language . It ' S a bit like when you make new friends . Generally speaking , you know within a few moments of meeting a person for the very first time whether you will like them or not (despite knowing very little about their background) . So your first few seconds are fairly vital when you walk into that interview room or are greeted by your employer . Good body language starts with a firm handshake (that ' S firm - don ' t shake their hands off !

) and being smartly dressed . Don ' t bathe in perfume or aftershave as strong often give off an overpowering feeling and can be very off putting . It ' S always best to be clean and neutral !

Confirm with your prospective interviewer the interview arrangements by letter Once you have been invited to attend the interview , which shows manners and initiative . It can just be brief confirming the time and place of the interview . It also gives you the opportunity to send in any documents that the interviewer may wish to see in advance or anything you may have omitted to send when you originally enclosed your CV and job application form .

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