

<<如何与面试官交流>>

图书基本信息

书名：<<如何与面试官交流>>

13位ISBN编号：9787508445403

10位ISBN编号：7508445406

出版时间：2007-6

出版时间：中国水利水电出版社

作者：陈俊松

页数：215

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<如何与面试官交流>>

内容概要

《如何与面试官交流》针对求职面试中最常见的英语对话以及不同的职位面试中最可能出现的问题进行了总结，提供了大量的面试实战范例。

《如何与面试官交流》既可供普通高校毕业生在求职过程中使用，也可供其他想更换工作的社会人士使用，还可作为英语爱好者的学习用书。

<<如何与面试官交流>>

书籍目录

序Chapter 1 Introduction简介Section 1 Different Types of Job Interview面试的不同种类1 . Screening interview 筛选型面试2 . Stress interview压力型面试3 . One—on—one interview一对一型面试4 . Committee / panel interview一对多型面试5 . Group interview团体型面试Section 2 The Process of an Interview面试的流程Chapter 2 Preparation for an Interview面试前期准备Section 1 Self-analysis自我评估1 . Personality个性2 . Abilities and skills能力和专长3 . Interests兴趣Section 2 Relevant Research相关调查1 . Knowing your prospective company and position了解你未来的公司和职位2 . Knowing your prospective interviewer了解你未来的主试人3 . Learning about the corporate culture了解企业文化Section 3 Materials Needed面试所需资料1 . Resume简历2 . Application letters求职信3 . Other materials其他材料Section 4 Dress and Appearance衣着和仪容Chapter 3 Plan for Successful Interview成功面试计划Section 1 Knowing about Your Prospective Job了解未来的工作Section 2 Preparing for the Potential Interview Question准备面试问题Section 3 Responding to Interview Questions作答Section 4 The Worthy of Your Attention注意事项1 . Arrival到达2 . During the interview面试时3 . After the interview面试后Section 5 Making an Interview Wrap—up进行面试小结Chapter 4 Tips of Successful Interview成功面试技巧Section 1 The Art of Interviewing面试的艺术1 . Non-verbal behaviors非言语行为表现2 . Speaking skills语言表达技巧Section 2 Tips for Successful Interview成功面试技巧1 . Tips for common interview一般性面试技巧2 . Tips for powerful interview实际成功面试技巧Chapter 5 Frequently Asked Questions in Interview面试中经常问及的问题1 . Ten most frequently asked questions十个最常问及的问题2 . Other common questions其他常问的问题Chapter 6 About Ending Your Interview如何结束面试1 . Saying thanks致谢2 . Inquiring about the hiring decision询问雇用的决定Chapter 7 English for Interviewing : Introducing Oneself求职英语之面试口语 : 自我介绍1 . Personal data个人资料2 . Educational background教育背景3 . Working experience and achievements工作经历与成就4 . Reasons for leaving and applying离职、应聘原因5 . Ability and personality能力与品性Chapter 8 Samples of Interview Conversations实际面试范例Interview 1 : “ Traditional ” Interview面试1 : “ 传统 ” 型面试Interview 2 : “ Friendly ” Interview面试2 : “ 友好 ” 型面试Interview 3 : “ Screening ” Interview面试3 : “ 筛选 ” 型面试Interview 4 : “ Stress ” Interview面试4 : “ 压力 ” 型面试Interview 5 : “ NO—Structure ” Interview面试5 : “ 随意 ” 型面试Interview 6 : Interview for Secretary面试6 : 面试秘书Interview 7 : Interview for sales Post面试7 : 面试销售职位Interview 8 : Interview for Tourist Guide面试8 : 面试导游Chapter 9 After the Interview面试追踪1 . Thank—you note感谢信2 . Phone follow-up电话追踪3 . Job interview afterthoughts面试后的经验总结Appendix附录I . A Useful Glossary for English Resumes个人简历有用词汇大全II . Job Titles工作职位对照表III . Name of Departments院系名称对照表IV . Name of Curriculums部分专业课程对照表V . Names of Academic Degrees专业学位名称对照表

<<如何与面试官交流>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>