

Q4. Tell me about your last position, what did you do there? 談談你上一個職務在做些什麼？

趁機提一些事蹟，證明你適應徵的這個職務，但別只是重複履歷表裡的内容。



I worked at my school's computer lab.

It was my job to maintain the network and help people who had problems with their computer.

Everything usually went smoothly¹ and I had the chance to work on my programming skills.

我之前在我們學校的電腦中心工作。

我的工作負責維護網路並協助電腦有問題的人。

通常一切都很順利，而且我有機會磨練我的程式設計技術。

Word List

1. smoothly [smuðli] adv. 平順地
2. firm [fɜ:m] n. 公司
3. on a daily basis 以日計
4. oversee [ˈovəˈsi] v. 監督
5. expansion [ɪkˈspænsjən] n. 擴張
6. industrial [ɪnˈdʌstriəl] adj. 工業的



A2.



For the past five years, I worked as a senior real estate analyst with Ace Property Management.

It's one of the top real estate firms² in the nation.

I handled multi-million dollar contracts on a daily basis³ and oversaw⁴ the company's expansion⁵ into the industrial⁶ real estate market.

我過去五年來在「王牌產業管理」擔任資深不動產分析師。

那是全國頂尖的不動產公司之一。

我每日經手數百萬的合約，並監督公司跨足工業不動產市場。

PART 2
面試最常見的問題
背景經歷



佳句練習：

- ➔ It was my job to _____ .
我的職務是 _____ 。
- ➔ I had the chance to work on _____ .
我有機會磨練 _____ 。