

提升高職生升學就業技巧之研究：

How to Attending an Interview?

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Abstract

How to get a job is no easy thing. Anybody who would like to get a job needs to take care and make sufficient preparations.

It has including the following : Deciding a Job , writing a resume , Showing strong points ,Attending an Interview

Once you get an interview, be sure to phone to confirm it the day before.

And prepare yourself sufficiently. Research the company and the job by reading books and business journals. Arrive ahead of time, for example, 15 minutes earlier on the day. Even if you are nervous , keep calm and relax yourself. Make sure your interview knows your personal skills and qualifications relating to the job at hand.

Chapter 1: Consider this your interview study guide

1. Can you tell me a little about yourself?

Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you're the right fit for the job.

2. Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

You'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise

3. What do you know about the company?

They want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal.

4. Why do you want this job?

First, identify a couple of key factors that make the role a great fit for you (e.g., "I love customer support because I love the constant human interaction and the satisfaction that comes from helping someone solve a problem"), then share why you love the company (e.g., "I've always been passionate about education, and I think you guys are doing great things, so I want to be a part of it").

5. Why should we hire you?

an answer that covers three things: that you can not only do the work, you can deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates

6. What do you consider to be your weaknesses?

For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd

Chapter 2: Self – introduction

Ladies and gentlemen:

It's great to be here !

I'd like to introduce myself.

2. My name is Pat.

I'm a student.

I come from Taiwan.

3. I have many hobbies.

I enjoy many things.

I like reading, exercising, and traveling.

4. My ambition is to be a great English teacher.

Teaching English is my passion.

Mastering English is my goal.

5. My motto is: Play hard, study hard, and work hard.

I do as much as I can every day.

I don't waste any time.

Chapter 3: Attending an Interview

Think about these questions :

1. Why are you interested in this position ?

你為何對此職位感興趣？

2.What are your strengths ?

你的長處是什麼？

3.What are your weaknesses ?

你的缺點是什麼？

4.What did you like or dislike about your previous job ?

你對前一個工作喜歡什麼，或不喜歡什麼？

5.How would you describe yourself ?

你會如何描述自己？

6.Tell us how you can help our company.

請告訴我們你會如何幫助本公司？

7.Showing Strong Points (展現優勢)

Seize the chance to show how well you did and where you were.

1. _____

2. _____

3. _____

Sentence pattern:

1.I am good at _____. (我擅長 ...)

2. I Practice speaking English every day. I want to be fluent in English.

Chapter4: Consider this your interview study guide.

1.Can you tell me a little about yourself?

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Chapter4 : 1-2 、 interview sample :Let's talk

1. 每個人找兩位新朋友記下談話內容，需將格子填滿。
2. 完成談話內容者要給予對方小禮物。

New Friend 1.

New Friend 2.

Chapter 4: Conclusion

When an interviewer looks at job hunter's resume, it got about 30 seconds to make a good impression. That's the average amount of time most employers spend reading a resume. To capture the reader's attention, job hunters need to be clear and to-the-point. And, that's not all. Keep in mind the following guidelines to create an effective resume: Be Concise and omit irrelevant Information; don't

forget objective; write a powerful opening statement; use industry jargon. Furthermore, focus on benefit to employers; include keywords; quantify job hunters' z achievements . Moreover, be Professional, be honest, not personal, and keep a positive tone.

Even if you are nervous , keep calm and relax yourself. Make sure your interview knows your personal skills and qualifications relating to the job at hand.

Chapter 5: Reference

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<https://resumegenius.com/how-to-write-a-resume> 下載時間：2016/12/31
<http://www.businessnewsdaily.com/7770-functional-resume.html#sthash.WlxKd55P.dpuf> 下載時間：2017/01/07
<http://www.bdjjobs.com/career/resume1.htm> 下載時間：2017/01/21