I’m currently major in communication engineering as a student at the University of Electronic Science and Technology of China.

In addition to learning professional knowledge, I also like listening to music and watching movies.

I'm a self-starter and plan ahead instead of waiting for deadlines.

My biggest strength is tenacity.

I finish the assignments all the time no matter what challenges I encounter along the way.

I always give whatever it takes to complete to job.

I tend to be a perfectionist.

While doing elective courses, I went a bit overboard. Sometimes I researched varieties of articles and the number of pages of my report exceeds the requirement. It was beyond the scope of a two-unit class!

How do you think a friend or professor who knows you well would describe you?

They would say I'm a self-starter, highly motivated, energetic and goal-oriented, but also cooperative and a team player.

I have good communication skills and get along well with other people.

I believe I‘m an innovative person. Although I have't invented an entirely new product or anything of that scale, my ideas often surprised my instructors and classmates in the discussion.

What motivates me is watching your rising happiness in the process of learning

rising /ˈraɪzɪŋ/

I'm very much a team player, not a loner

loner /ˈləʊnə(r)/

I work best where I have the opportunity to receive from and provide feedback to others.

I like sharing the load and the credit for a job well-done.

I think the key thing is that I'm a positive presence in a work situation, particularly under pressure, and I think that has a beneficial effect on those around me and ultimately the company itself.

Tell me about yourself

I currently work as a secretary to the General Manager in the sales office of a Japanese telecommunications company. 目前我在一家日本电信公司的营业厅担任总经理秘书一职。

Since he doesn't speak Japanese, my main function is to act as liaison between him and eight Japanese staff members. 因为总经理不会说日语， 所以我的主要任务就是协助总经理与八位日本同事进行沟通。

In addition to general office duties, I also perform accounting, including payrolls.

除了办公室的日常事务之外， 我也做 一些与会计相关的业务，包括做工资表。

My boss frequently travels and I effectively manage the office during his absence. 我工作很主动，所以没有上司的监督，我也能做好一切。

I'm a self-starter and he fully trusts my ability to work without his supervision and he values my judgment in a variety of contexts. 由此深得上司的信赖。此外，遇到各种情况，上司也很尊重我的判断。

What are some of your strengths?

My biggest strength is tenacity. 我最大的优点是坚韧。

tenacity /təˈnæsəti/

基本翻译

n. 韧性；固执；不屈不挠；黏性

网络释义

Tenacity:韧劲 ; 坚韧 ; 韧性

All my past employers and business associates have said I an tenacious.

我之前的雇主和同事都说我具有不屈不饶的精神。

tenacious /təˈneɪʃəs/

基本翻译

adj. 顽强的；坚韧的；固执的；紧握的；黏着力强的

网络释义

Tenacious:顽强 ; 顽强的D ; 固执的

I have to see a project through to the finish no matter what challenges I encounter along the way. 在计划执行过程中 不论遇到什么问题，我都会想办法克服。

I always give whatever it takes to complete to job. 为了完成工作，我总是全力以赴。

What are some of your weaknesses?

I tend to be a perfectionist. 我的缺点是过于追求完美。

While doing the marketing research I just mentioned, 例如刚刚跟您提到的那门课，

I went a bit overboard. I researched over 200 articles and my report was over 100 pages.

我在进行市场调查时，因为太投入了，竟然查了 200 多篇文章，报告的长度也足足有 100 多页，

It was beyond the scope of a four-unit class! 已经超出了这门 4 学分的课程所要求的范围了！

How do you think a friend or professor who knows you well would describe you?

They would say I'm a self-starter, highly motivated, energetic and goal-oriented, 他们可能会说，我是个做事主动、上进心强、精力旺盛、目标明确的人，

but also cooperative and a team player. 同时也乐于合作,有团队精神。

I have good communication skills and get along well with other people. 他们还会说，我沟通能力强，能与他人和睦相处。

Are you aggressive? 你认为自己有干劲吗？

Yes, aggressive enough to do the job. 是的，我做事干劲十足。

I've always worked in purely sales positions, 我一直从事销售方面的工作

so being aggressive has been necessary to achieving my goals and the company's goals.

所以，为了达到自己的目标和公司的目标，有干劲是必要的。

Of course,it doesn't mean that I believe the end justifies the means.

当然，这并不意味着我会为了达到目的而不择手段。

I believe in fair play as well. 公平竞争也是我的信念之一。

Are you competitive? 你是个竞争欲强的人吗？

Yes, I believe competitiveness is a required trait to excel, especially in sales,

是的，我相信想要脱颖而出，就必须要有竞争欲，尤其是在销售行业，

and I thrive /θraɪv/ on competition.

我是属于有竞争就会努力的，

but that doesn't mean that I try to get ahead at any cost.

但那并不表示我会不计任何代价来达到目的。

I think competing with myself or challenging myself continuously is what really drives me.

我认为，不断自我竞争和自我挑战才是真正驱使我的动力。

Are you creative? 你觉得自己富有创意吗？

I'm very creative when it comes to problem-solving. 我能够创造性地解决问题。

For example, at my current work, we almost lost our best employee when her husband relocated to Taichung. 例如，我现在所在的这家公司原本即将逝去一位最优秀的员工，因为她丈夫被派驻到台中去了

We didn't want to her go, so I came up with a plan to have her work from her new location;

为了不让她离职，我想了一个可以让她在台中工作的方法，

in other words, telecommuting from Taichung. 也就是让她利用电脑进行远程办公。

Our company had never had a telecommuter, and I had to be very tactful about selling my idea to the president.

我们公司还从来没有过远程办公的员工，为了让总裁同意我的计划，我必须考虑周全

I worked out plans and calculated costs and benefits, including how much training cost we will be saving by keeping her.

我拟定计划，并且计算出继续雇用她的成本与利益，包括留住她可以为我们节省的培训费用。

I presented the plan with cost-benefit analysis to the president.

我将整个计划连同成本利润分析一同提交给总裁，

It was approved. 结果获得了总裁的许可。

It worked very well, so now we have a few more telecommuters.

目前，此计划进行的非常顺利，所以我们现在又多了几个远程办公的员工。

Are you an innovative person? 你是个勇于创新的人吗？

innovative /ˈɪnəveɪtɪv; ˈɪnəvətɪv/

基本翻译

adj. 革新的，创新的；新颖的；有创新精神的

网络释义

Innovative:创新的 ; 革新的 ; 创新性

I believe so. 我认为自己是个勇于创新的人。

Although I have't invented an entirely new product or anything of that scale,

虽然到目前为止，我并没有开发出全新的产品或是相关事物，

my ideas were incorporated into a number of products when I was on a design team at ABC Corporation. 但是我在ABC公司的设计团队工作时，许多产品都采纳了我的意见。

They resulted in enhanced features as well as saving development cost and time.

因为我的创意，增强了产品特色，也节省了开发的成本和时间。

Are you a self-starter? 你是个有主见的人吗？

My current boss is very receptive to new business ideas and creative ways to develop business,

我现在的上司非常乐于接受一些有助于业务发展的新想法和创新的方式，

so I wrote up a proposal to show up how to get into a new line of business.

所以我拟定了一份如何开发新业务的建议书。

She liked the idea and told me to come up with specific plans to implement the new business.

她对我的计划相当感兴趣，并让我提出具体的实施方案。

So I did and it was successfully implemented by our unit.

于是我遵从指示提出方案，并且由我们部门成功的实施了。

Can you act on your own initiative? 你会主动做事吗？

When I started working on my current job, every process was paper-based, and we handed 50 applications a day. 我刚开始现在的工作时，所有的流程都是纸上作业，我们一天要处理50份申请书。

I suggested to my boss to make the process electronic and paperless by scanning all our forms into PDF and making them available online.

于是我向上司建议，把我们所有的表格扫描成PDF文档，然后发布到网上，将流程电子，无纸化。

Clients can download and print out the forms. 客户可以在网上下载表格，然后打印出来。

Now our process is 50 percent paperless and much more efficient, and our clients are very happy with it. 现在，我们整个流程的50%已经实现无纸化，也变得更加有效率。这个方法也获得了客户的好评。

Once e-signature becomes available, 如果将来电子签名的机制建立起来，

the clients will be able to submit the forms online and our process will be 100 percent paperless. 客户可以在网上提交表格，我们整个流程就可以全部实现无纸化了。

What motivates you? 是什么激励着你工作？

What motivates me is seeing a clear path to advancement at a company in an exciting and growing field. 能够激励我努力工作的是，公司所在领域总是令人兴奋且不断发展着，在这里工作，我能看到一条清晰的发展之路。

That's why I have applied for this position with your company. 这正是我应聘贵公司此职位的原因。

Everything I have read about Chilton shows you are poised for sustained and potentially phenomenal growth. 我曾读过相关资料，不管从哪方面来看，贵公司都在持续发展，并且有明显发展潜力。

I want to be a part of that, 我想成为公司一员，

and I want to know that I made a significant contribution and will be rewarded on the merit of that contribution. 而且我想知道我在这里所作出的贡献能够得到等值的回报。

One of the best scenarios would be a situation in which one or more of my ideas was implemented 最理想的一种情况是，贵公司也可能采纳了我的意见，而增加了可观的收益，

and showed up in the bottom line-now that would be exciting! 光是这点就令人兴奋不已了！

Are you a team player? 你是个善于团队合作的人么？

I'm very much a team player. 我是一个很善于团队合作的人。

I believe strongly in positive reinforcement, for myself as an employee and for those whom I supervise. 我坚信，无论是对身为公司一员的我，还是我手下的员工，互相激励帮助都是非常重要的。

I work best where I have the opportunity to receive from and provide feedback to others.

在一个互相交流畅通的环境中工作才能将工作做到最好。

I am not a loner, 我不是独行侠，

I like sharing the load and the credit for a job well-done.

我喜欢一起分担工作，一起分享成果。

I think the key thing is that I'm a positive presence in a work situation,

我认为最重要的是，在工作中，

particularly under pressure, 尤其是在面对压力时，我都能积极面对。

and I think that has a beneficial effect on those around me and ultimately the company itself.

我想，这会对我周围的人带来好的影响，而最后也会为公司带来正面的影响。