

# 必讀英文面試題型

必定遇到 10 題 + 5 題特別題



## 英文面試注意事項

- 面試穿著，雖然現今沒有太多特殊要求，多數也無需穿正式套裝，還是要避免穿著露出腳趾的鞋子或過於休閒的衣著。
- 面試後請記得回到家或隔天記得傳遞一封感謝函，並在一週內做後續 follow up。
- 即便應試公司未要求，不妨另外準備一份履歷及作品集備著。
- 在前往應試公司前，最好再次確認地點及交通路線，避免太早到或是遲到。
- 前往應試公司前，記得先了解對方公司的介紹、產品內容等大項。

## 常見題目 NO.1

# Q: Tell me about yourself. 請介紹你自己。

### 🚫 Don't dos

講古、不重要資訊、工作無關的內容  
例如：就讀哪間國小、中、高，父母職位等

### ★ Tips

工作經歷 → 歷練的專業能力 →  
加以進修項目 → 興趣

簡短介紹即可，利用履歷上的自我介紹加減修改成「至少1 - 2 分鐘的內容。」

例如：



**學生：**簡短介紹自己的社團經驗、在校成績、興趣、作品。



**非新鮮人：**可運用循序漸進的方式，從**工作經歷**帶到**歷練過的能力**，再帶到自己想加以進修的部分，最後可以簡單地帶上自己的興趣。

(要注意!! 興趣最好是能輔佐自己能力的為主)

## A:

My name is **Elina**. I majored in **visual communication design** and graduated from **Wuwow University**. After college, I worked in the **marketing** department of a **Taiwan**-based company. My main duties included **film trailer directing** and **social media post-editing**, which I had the opportunity to polish my **Adobe Premiere** and **graphic design** skills. I consider myself as a **great team player**, since I **love to provide assistance to other colleagues when I finish my own duties**. In my free time, I enjoy **watching international news**, which is a great opportunity for me to broaden my horizons and to keep myself updated with **new information**. With the above-mentioned experiences, I believe I'm ready to be an **Art Director** for your company.

My name is **(名字)**. I majored in **(科系)** and graduated from **(大學)**. After college, I worked in the **(部門名)** department of a/an **(國家)**-based company. My main duties included **(工作項目)** and **(工作項目)**, which I had the opportunity to polish my **(與此職位有關的技能能力)** skills. I consider myself as a/an **(怎麼樣的人)**, since I **(如何待人處事)**. In my free time, I enjoy **(興趣)**, which is a great opportunity to broaden my horizons and to keep myself updated with **(興趣有關知識)**. With the above-mentioned experiences, I believe I'm ready to be a/an **(職稱)** for your company.



## 常見題目 NO.2

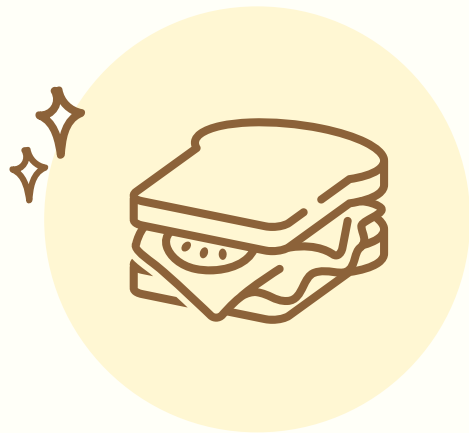
# Q: What are your weaknesses? 你的缺點/劣勢是什麼?

### 🚫 Don't dos

太過直白，帶到前公司不好的地方。  
例如：缺點 - 不喜歡加班。

### ★ Tips

正向描述事件 → 缺陷 → 解決辦法 →  
缺陷造成好的結果



利用**三明治法則**，將自己的缺點包在話語中間，並在最後帶上可精進的方式，或是因為此缺點也能讓工作產生好的影響。

## A:

One of my weaknesses is **that I am an idealist**. Whenever I finish a project, I would **reflect on what I've done even if it's in good progress**. This results in **me spending too much time on one project, thus delaying the others**. In order to solve this problem, I've **set an agenda to help me stay on track and also break each project down into mini tasks**. If I spend too much time on **one project**, I'll **move on and come back later**. By the time I come back to the unfinished project I tend to be more **objective about whether or not more work is needed**.

One of my weaknesses is **(缺點/劣勢)**. Whenever I finish a project, I would **(用正面的方式說明)**. This results in **(不好的結果)**, thus **(加上這個缺點導致的後果)**. In order to solve this problem, I've **(解決辦法)** to **(幫助我達到效果)**. If I spend too much time on **(某項事務)**, I'll **(解決辦法)**. By the time I come back to the unfinished project I tend to be more **(結果)**.

### 常見題目 NO.3

## Q: Why did you leave your previous job? 為什麼會離開上一份工作？

### 🚫 Don't dos

太直接的回答。

例如：老闆很坑、同事都很難相處、工作太多等。

### ★ Tips

可用隱喻的方式。

例如：工時較長作息較難配合，長期之下身體不適因而去調養，或是與上一間公司的職涯規劃不同。

## A:

Working for the past three years as a film director, I've accumulated experiences in monitoring staff and actors. Besides my full-time job, I've developed a huge interest in graphic and product design. What really inspired me was a Red Dot winning work that greatly contributed to the medical society. This pushed me to study even more about art and design in all aspects. Now, I'm ready to pursue my career in becoming an Art Director.

Working for (年資) as (職位), I've accumulated experiences in (專業經驗). Besides my full-time job, I've developed a huge interest in (興趣). What really inspired me was (影響你想要做應徵職位/領域的點). This pushed me to study even more about (想要涉略的領域) in all aspects. Now, I'm ready to pursue my career in becoming (應徵職位).



## 常見題目 NO.4

# Q: Why are you interested in our company? 你為什麼會對我們公司感興趣？

### ❌ Don't dos

太直接的回答，無語、沈默。  
例如：剛好看到有空就丟了、呃、丟丟看等。

### ★ Tips

可提前先搜尋應徵公司的需求及風格，並配上自己的技能去回答。  
例如：因貴公司很清新簡約的風格，與我的風格及所喜歡的目標相同進而投遞履歷。

## A:

I've visited your official website and I really admire the company **goals** that you have. Not only does your company **provide top quality service to clients** but also a **clear whistle blowing policy**. This shows that your company **takes great care of your clients and employees as well**. Also in the past year, your company has **designed several outstanding products** that have caught my eyes. I am sure that my experiences can benefit your company. Furthermore, I can learn a lot as well. It would be a great honor to be able to join your company.

I've visited your official website and I really admire the company **(目標/文化)** that you have. Not only does your company **(企業優點)** but also **(企業優點)**. This shows that your company **(公司關注的點)**. Also in the past year, your company has **(與自己專業有關的部分)** that have caught my eyes. I am sure that my experiences can benefit your company. Furthermore, I can learn a lot as well. It would be a great honor to be able to join your company.

## 常見題目 NO.5

**Q: Tell me about a situation where you had to solve a difficult problem.**  
**請跟我分享是否有曾經遇過棘手的狀況。**

### 🚫 Don't dos

不要在訴說的時候將責任全歸咎於前東家或同事。



### ★ Tips

可以先以自己想得到的比較大的案子或是經驗去帶到自己遇到的狀況，並加上解決辦法跟結果。

**A:**

Early in my career, when I was working in a department store, there was one time when I was in charge of the advertisement flyers for a whole season. On the printing date, there was something that the project planner left out, and I didn't double check as well. That caused our company to throw the first 10,000 copies away and had to reprint it all over again. We then came up with a better workflow afterwards and I made sure to double check the contents with other teams involved.

Early in my career, when I was working in/at (公司/地方), there was one time when (提及曾遇到的狀況). (自己疏忽或是團隊疏忽的部分). That caused our company (提及造成的後果). We then (提及解決辦法及後續).

## 常見題目 NO.6

# Q: How do you handle stress? 你如何處理壓力？

### 🚫 Don't dos

說出：找同事閒聊、  
讓自己分心



### ★ Tips

先試著找出原因去調適心理，是事或人。

事的話：可否更有效率解決事件、自己能力不夠需提升？

人的話：可否與視情況與對方良性溝通？

思考溝通問題點後，可找有經驗的人協助幫忙。

## A:

Sometimes I do feel a bit stressful when I barely hit the deadline, but I don't like to let stress take over a situation. Instead, I would stay focused on the task and outline a schedule. Also, I make sure to communicate with my colleagues. If any problems occur, I would communicate with my manager and solve the issue together.

Sometimes I do feel a bit stressful when (容易感到壓力的狀況), but I don't like to let stress take over a situation. Instead, I would (處理方式). Also, I make sure to (處理方式). If any problems occur, I would (解決辦法).



## 常見題目 NO.7

# Q: What are your goals in three years? 你未來三年的目標是什麼？

### ❌ Don't dos

不要直接說不知道、不確定。



### ★ Tips

若真的沒有確定的目標，可以先從短期目標說起。例如：學會一個語言或是在工作上達到某個成就都可以。

## A:

In three years, I'd like to be in a position **where I know more about my long-term career aspirations as an art director**. I'll have improved and acquired **both technical skills and marketing skills**. And when the time is right, I'll take the opportunity to pursue **my doctoral degree in movie design**.

In three years, I'd like to be in a position **(期望職位)**. I'll have improved and acquired **(技能/知識)**. And when the time is right, I'll take the opportunity to pursue **(未來目標)**.

## 常見題目 NO.8

**Q: What can you do for us that other candidates can't?**

**你有什麼是其他面試者無法提供我們的？**

### 🚫 Don't dos

不要直接說不知道、不確定，或是直接沒有自信。



### ★ Tips

可以自己的專長先去包裝，若真的是毫無經驗可以用刻苦耐勞或肯學習等方向去讓對方知道你的毅力跟決心。

**A:**

I am uniquely qualified for this position because I am **incredibly organized and open to learning new things**, and I'm not just saying that - I live for my planner and I always plan ahead. In my past role as a **graphic designer**, not only was I constantly **designing flyers and dms on a daily basis**, but I also **taught myself Adobe Premiere** due to **the need of editing movie trailers**. So I'm sure that I'll be able to face anything no matter what the challenge may be.

I am uniquely qualified for this position because I am **(優勢)**, and I'm not just saying that - I live for my planner and I always plan ahead. In my past role as a **(過去職務)**, not only was I constantly **(過去職務內容)**, but I also **(自己所得到的成果/達到的成就)** due to **(原因)**. So I'm sure that I'll be able to face anything no matter what the challenge may be.

## 常見題目 NO.9

# Q: Why should we hire you? 我們為什麼要雇用你？

### 🚫 Don't dos

不要直接沒有自信、不知道或  
直接說不給就會後悔等回答。

### ★ Tips

除了說到自己的專業能力，及能為對方公司帶來什麼之外，也要記得在句子中及語氣上表現出自己對這份職位的企圖心。

## A:

I have over 6 years of experience as a graphic designer as well as an art director, but more importantly, I've been working with both marketing and IT departments throughout those years which is in the exact same boat WOW is in now. With the above-mentioned experiences, I believe that I can make sure your art team is confident and enthusiastic about creating a whole new image for the company and upcoming new projects.

I have over (年資) years of experience as a/an (職位) as well as a/an (職位), but more importantly, I've been working with both (提及過去經驗與現職缺契合的部分) throughout those years which is in the exact same boat (應徵公司名稱) is in now. With the above-mentioned experiences, I believe that I can make sure your (應徵部門/團隊) is confident and enthusiastic about (能為應徵公司帶來的利益).



## 常見題目 NO.10

**Q: Do you have any questions that you would like to ask me?**  
**你有什麼想要問我的問題嗎？**

### 🚫 Don't dos

不要回答沒有問題、或問請假好請嗎...等，會讓人覺得沒有上進心的問題。

### ★ Tips

依照實際面試內容，提出實質性問題，並可以提早針對不同項目去做題目搜集，在當下選出幾個詢問。  
例如：公司氛圍、加班制度、員工進修、下班後的娛樂、未來職位會遇到的挑戰等。

**A:**

What are the biggest challenges that someone in this position would face?  
您認為此職位會面臨到最大的挑戰為何？

Could you tell me more about your new products or plans for growth?  
您能向我介紹更多關於新產品或是未來發展的部分嗎？

Can you tell me about the team I'll work with?  
能跟我介紹一下未來工作團隊嗎？

Is there anything else I can provide you with that would be helpful?  
是否有什麼資訊是我能提供您並能幫助到我應徵此職位的呢？

## 特別題 NO.1

**Q: Describe yourself in one word.**  
**請用一個字形容你自己。**

### 🚫 Don't dos

不要單用簡單的形容詞像是good, nice。

### ★ Tips

提前搜尋一些在團隊特質中有幫助的單字、或是能夠突顯你自己個人特色的單詞。

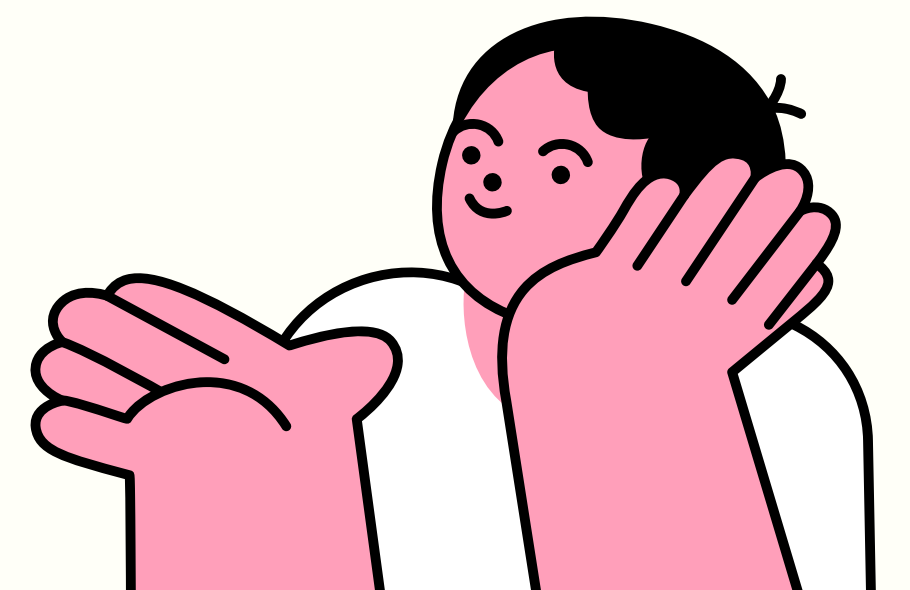
**A:**

Definitely **responsible**. I always **make sure our team meets every objective**.

Definitely **(特質)**. I always **(說明原因)**.

特質的單詞用語

- **Successful** (若是有經營副業, 且經營的不錯的話很適合用)
- **Motivated** (可用來表示就算個人作業也沒有問題)
- **Strategic** (若是管理職或是企劃執行非常適用)
- **Productive** (美術設計等類型, 高產能)



## 特別題 NO.2

**Q: Who's the most important person in your life? Why?**

**誰是你生命中最重要的人？為什麼？**

### 🚫 Don't dos

不要直接說不知道，或只單回答一個人，然後沒有敘述和結尾。

### ★ Tips

可以從身邊的朋友或長輩去開啟，不需要很天花亂墜的故事，可用這個人待人處事的精神，帶出給你的啟發。

**A:**

My brother for sure. He's been through a lot of ups and downs, but no matter how hard the situation is, he never gives up. Although he complains a bit from time to time, but the most important thing is that he doesn't quit doing the things he loves or believes in and he always stays true. I see that as an inspiration and a reminder: To always stay who you are, and don't be a quitter.

(最重要的人) for sure. He's (提及背景或經驗), but no matter how hard the situation is, (優點). Although (不好的習慣) from time to time, but the most important thing is that (優點) and (優點). I see that as an inspiration and a reminder: (給予自己的啟發).



### 特別題 NO.3

**Q: What is your ideal company?**  
**你理想中的公司是怎麼樣的？**

#### 🚫 Don't dos

不要提錢多、事少、離家近。

#### ★ Tips

可以從職涯規劃、人際關係、能否鼓勵未來進修目標等來講。

**A:**

For me, an ideal company includes a clear path for promotion as well as a team with a strong bond. A clear path for promotion reassures employees that they will always have an opportunity as long as they work hard. A strong bonding team ensures that the whole company strives to achieve the same goal. These two points, in my perspective, make up an ideal company.

For me, an ideal company includes (特質1) as well as (特質2). (特質1) 及 (能帶來的效益). (特質2) 及 (能帶來的效益). These two points, in my perspective, make up an ideal company.

## 特別題 NO.4

**Q: Are there any books you read recently?  
Or magazines?**

**你最近讀的一本書是什麼？或雜誌？**

### 🚫 Don't dos

不要只回是或否，乾等面試官問下一個問題，或者回讀書很無聊。

### ★ Tips

有的話，可以簡單講述你學到的知識或者受用的觀點。如沒有特別，也可分享看到有趣的內容。若沒有看書習慣，則可以提出你最近學習到的知識，或在做的事情。

**A:**

Yes, actually I've been reading "The Happiness Project". An interesting thing that I read in the book was that simple happiness actually comes from daily life routines. The author mentioned that although money and fame can bring you short-term happiness, they don't last forever. The happiness of saying a warm "Good morning" to your neighbor or having a short jog in the evening may surpass the happiness created by materialistic things. That is why I started to make exercising a morning routine for me!

Yes, actually I've been reading (書名/雜誌名). An interesting thing that I read in the book was that (受用/有趣的點). The author mentioned that (作者觀點). (作者觀點舉例內容). That is why I (有什麼改變).

## 特別題 NO.5

**Q: What was your greatest failure and what did you learn from it?**

**你遇過最大的挫折是什麼，你又從中學到了什麼？**

### 🚫 Don't dos

不要直接說沒有、或是逆來順受、順其自然等佛系說詞。

### ★ Tips

可以從生活經驗中發想一個讓你比較有啟發的故事，說故事要講重點把握起承轉合，並注意不要太過冗長。

**A:**

I think **communication** is a big thing. A year ago, I took a job where I was responsible for **the new wireframe for a yoga company**. I was overly confident in my abilities and certain I would be able to handle the project on my own, but **we couldn't really reach an agreement on the outline**. I even briefly considered **quitting when I knew I couldn't come close to the goals**. But instead, I decided to **focus on the things I could control** and communicated with our client. In the end, we came to an agreement and created something we both liked and was proud of.

I think **(學會的事)** is a big thing. A year ago I took a job where I was responsible for **(過往經驗)**. I was overly confident in my abilities and certain I would be able to handle the project on my own, but **(無法達到的成果)**. I even briefly considered **(決定)**. But instead, I decided to **(解決辦法)** and communicated with our client. In the end, we came to an agreement and created something we both liked and was proud of.



## 附錄 - 感謝函

Hello Linda Huang,

Thank you so much for meeting with me yesterday. I enjoyed our conversation regarding company goals and it was great to learn more about the art director position as well as the company in general. It sounds like an exciting opportunity and a role I could succeed and excel in. I am looking forward to any updates you can share, so please don't hesitate to contact me if you have any further questions or concerns in the meantime.

Best regards,  
Elina Chen

thank you

Hello (面試者的名字),

Thank you so much for meeting with me yesterday. I enjoyed our conversation regarding (討論有趣的議題) and it was great to learn more about the (應徵職務) position as well as the company in general. It sounds like an exciting opportunity and a role I could succeed and excel in. I am looking forward to any updates you can share, so please don't hesitate to contact me if you have any further questions or concerns in the meantime.

Best regards,  
(自己的名字跟姓氏)

