

《求职必看：实习面试如何准备》

Internships are often unpaid positions that last for a set amount of time -- a semester, a quarter or the entire summer, for instance. The interview process is the most important part of securing the internship.

实习通常都是没有薪水的职位。实习时间从一个学期、一个季度到一个暑假不等。实习面试是确定你是否适合实习工作的最重要的方式。

1. Review the job description for the internship. You must fully understand what your potential employer expects you to accomplish during the course of your internship.

仔细查看实习职位说明。你必须充分了解你的潜在雇主希望你在实习期间完成什么。

2. Obtain as much information about the interview as you can. Contact the person who called or emailed you to set up the interview, if necessary. Ask the person to identify the parties who will interview you, the interview length and whether you need to bring a writing sample with you.

尽可能多的收集有关面试的信息。如果需要的话，可以和通知你面试的人取得联系，询问他/她有关面试官的信息，面试时长，是否需要自带写作样本。

3. Identify the classes you have taken and jobs you have held that are most relevant to the position. Additionally, identify the previous jobs you have held that you feel are most relevant.

把实习职位和你学过的最相关的课程联系起来。另外，从你之前的工作经历中找出与申请的实习职位最相关的那些工作经历。

4. Review the resume that you submitted to make sure that it lists the most

relevant jobs and coursework that you thought of. Because you are approaching the interview stage, you likely submitted your resume to secure the interview.

重新看一遍你递交的简历，确保简历上提及的工作经历和所学课程与实习职位有密切关联，因为当你在面试的时候，简历是必不可少的。

5.Prepare professional attire and appearance. Men should wear a suit and tie of conservative colors and fabric. Women should wear a two-piece, matched suit. Pantsuits and skirts are acceptable. Skirts should cover your thighs when you are seated.

准备好职业着装和打扮。男生需要穿西服打领带，颜色和材质以传统为主。女生需身穿两件套的职业套装，裤装和裙装都可以，裙子的长短应该是在你坐下来时，裙子能盖住你的大腿。

6.Prepare answers for common interview questions, such as "Why do you want to work for us?" and "Tell me about yourself?" Although you cannot predict every question that you will be asked, preparing answers to these common questions helps you memorize the most relevant answers. You are likely to be asked about previous jobs, relevant classes and personal characteristics that make you a good fit.

为面试中常见问题做好准备。面试中的常见问题有“你为什么想来我们公司工作？”“说说有关你自己的情况？”尽管你不可能预测到面试中的所有问题，准备这些常见问题的过程中可以帮助你想起那些最相关的回答。你可能会被问到以前的工作经历、相关的课程，还有你的性格等，做好准备会让你应对得体。

7.Practice answering interview questions with a friend, a coworker or a family member. Doing so will ease nervousness on the interview day.

与朋友、同事或家人演练面试回答问题的环节。这样做可以缓解面试当天的紧张情绪

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