

Job Interview English

1. Common Interview Questions

Tell me about yourself.

My name is Sarah. I have three years of experience in customer service. I enjoy helping people and learning new skills...

Hello. My name is David. I have two years of experience as a sales assistant. I enjoy working with customers and solving problems. I am hardworking and always willing to learn...

Why do you want to work here?

I want to work here because your company has a good reputation, and I believe I can contribute to your team...

I like your company, and I think this position is a good opportunity to grow my career...

What are your strengths?

I am hardworking, organized, and a good team player...

I am organized, dependable, and a good communicator...

What is one of your weaknesses?

Sometimes I spend too much time checking my work, but I am learning to manage my time better...

My biggest weakness is that I struggle to say “no” to people which means I can sometimes overcommit. I don’t want to let anyone down. However, I’ve been learning to assess my capacity for additional responsibilities before saying “yes” to ensure that high quality work standards are maintained and deadlines met.

Why should we hire you?

I am motivated, reliable, and eager to learn. I believe I can add value to your company...

Interviewer: Do you have any questions for us?

Candidate: Yes. What does a typical day in this role look like?

Good questions:

- What does a typical day in this role look like?
- What training do you provide?
- What qualities make someone successful in this position?
- Who will I work with?

2. Useful Vocabulary

- Experience
- Skills
- Qualifications
- Responsibility
- Adaptability
- Teamwork
- Leadership
- Problem-solving skills
- Deadline
- Professional

Useful adjectives

- Hardworking
- Fast-working
- Disciplined
- Reliable
- Friendly
- Organized
- Honest
- Responsible
- Creative
- Motivated
- Flexible
- Confident

Useful Verbs

- Achieve
- Improve
- Manage
- Support
- Solve
- Organize

- Assist
- Communicate
- Collaborate
- Deliver
- Learn

3. Useful Phrases and Sentences

- "I have experience in..."
- "I am responsible for..."
- "I worked as a..."
- "I enjoy working with people."
- "I learn quickly."
- "I can work under pressure."
- "Thank you for your time."
- I managed customer orders and improved customer satisfaction.
- I believe my skills are a strong match for the job description.
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- **Strengths:** Strong work ethic, embrace change, ability to bring creative ideas to the team
- Take responsibility for my mistakes, learn from my mistake(s)
- High quality work standards, make sure that high quality work standards are maintained
- Meet the deadline, make sure deadlines are met
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- **Why our company?** (Your company has) a solid reputation (for + ing), creating excellent products, delivering outstanding services, constantly innovating, taking great pride in what it does...
- A set of values that align with mine
- Work for a positive and forward-thinking company that support their employees so they can reach their full potential.
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- **Why leave your current job?** I'm ready for a new challenge
- Work on exciting projects with new and ambitious people where my knowledge and skills will be fully utilised.
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- **In five years time...** to be working with extra responsibility or eventually/hopefully have earned a promotion

- Complete a lot of training courses to diversify my skills
- Someone the company can rely on/upon to help train new members so that I can develop my coaching skills

4. At the End

Say:

Thank you for your time. I enjoyed speaking with you today. I appreciate the opportunity and look forward to hearing from you.

5. Practice Exercise

Answer these questions in English:

1. Tell me about yourself.
2. Why do you want this job? Why should we hire you?
3. Why do you want to leave your current job?
4. What are your strengths/weaknesses?
5. What is your biggest achievement?
6. Where do you see yourself in five years?
7. What are your salary expectations?