Job interview English

The phrases candidates need to introduce themselves, talk about experience and strengths, answer difficult questions and ask good questions at the end of a job interview in English.

Model dialogue

Interviewer	Thanks for coming in, Daniel. Could you start by telling us a little about yourself?
Daniel	Of course. Thank you for inviting me today. I'm currently working as a customer service team leader at an online retailer.
Interviewer	And how long have you been there?
Daniel	I've been in this role for about three years. Before that, I worked in a call center.
Interviewer	What would you say is your main strength?
Daniel	I think it's solving problems quickly. For example, last year I redesigned our returns process, and complaints went down by a third.
Interviewer	Impressive. And why do you want to leave?
Daniel	I'm looking for a role with more responsibility, and your company is growing fast.
Interviewer	Great. Do you have any questions for us?
Daniel	Yes. How would you measure success in this role in the first six months?

Key vocabulary

Word	Meaning	Example
candidate	a person who applies for a job	There are four candidates for the position.
position	a job in a company	The position includes some travel.
responsibility	something it is your job to do	Training new staff is one of my responsibilities.
strength	something you are good at	Communication is her biggest strength.
weakness	something you are not good at	My weakness is public speaking.
achievement	something good you did with effort	Opening the new office was a big achievement.
salary	the money you earn each month or year	The salary depends on experience.
shortlist	a final list of the best candidates	You're on the shortlist for the job.

Useful phrases

Opening and introducing yourself

Thank you for inviting me today.	at the start, after the greeting
I'm currently working as a sales coordinator at a logistics company.	describing your present job
I've been in this role for about three years.	saying how long
I studied business administration and then moved into marketing.	summarizing your background

Talking about experience and strengths

In my current role, I'm responsible for a team of five.	describing responsibilities
One of my main strengths is that I stay calm under pressure.	naming a strength
For example, last year I led a project that cut delivery times by 20 percent.	giving evidence
I'm very comfortable working with spreadsheets and data.	describing skills
I'd say my biggest achievement so far is...	introducing an achievement

Handling difficult questions

That's a good question. Let me think for a second.	buying time
I sometimes take on too much, so I've learned to prioritize.	answering "What's your weakness?"
I'm looking for a role with more responsibility.	explaining why you want to change jobs
I left because the company was restructuring.	explaining why you left
Could you repeat the question, please?	asking for repetition

Asking questions and closing

What does a typical day look like in this position?	asking about the job
How would you measure success in this role?	asking about expectations
What are the next steps in the process?	asking about the process
Thank you for your time. I look forward to hearing from you.	closing politely

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. I've been in this _____ for about three years.
2. In my current role, I'm _____ for a team of five.
3. One of my main _____ is that I stay calm under pressure.
4. That's a good question. Let me _____ for a second.
5. I'm looking for a role with more _____.
6. What are the next _____ in the process?
7. Thank you for your time. I look forward to _____ from you.
8. What does a typical _____ look like in this position?

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. I am working here since 2021.

2. I'm responsible of a team.

3. I have five years of experiences.

4. Which is the salary?

C. Role-play

Student A. You are the interviewer for a project coordinator job at a travel company. Ask about the candidate's experience, a strength, a weakness and why they want the job. Then answer their questions.

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Student B. You are the candidate. Introduce yourself, give one example of an achievement, answer the difficult questions honestly, and ask two questions at the end.

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Answer key

A: 1 role · 2 responsible · 3 strengths · 4 think · 5 responsibility · 6 steps · 7 hearing · 8 day

B: 1 I have been working here since 2021. · 2 I'm responsible for a team. · 3 I have five years of experience. · 4 What is the salary?