Job Interview Vocabulary List: 24 Words and Phrases

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NAME

DATE

Word or phrase	Meaning	Example
a position	a job in a company	I'm applying for the position of project manager.
a candidate	a person applying for a job	We interviewed six candidates.
a CV / résumé	a document listing your education and jobs	I've attached my CV to the email.
to apply for	to ask formally for a job	Why did you apply for this role?
experience in	time spent doing a type of work	I have five years' experience in sales.
a skill	something you are good at doing	Communication is one of my strongest skills.
a strength	a good quality	My main strength is staying calm under pressure.
a weakness	something you need to improve	My weakness is that I find it hard to say no.
an achievement	something good you succeeded in doing	My biggest achievement was opening our Lima office.
to be responsible for	to have a duty to do something	I was responsible for a team of eight.
to manage	to control or organise people or work	I managed the company's social media.
a challenge	a difficult situation to deal with	The biggest challenge was a very tight budget.
to handle	to deal with	I handle customer complaints every day.
a team player	someone who works well with others	I'm a team player, but I can work alone too.
to meet deadlines	to finish work on time	I always meet my deadlines.
a salary	the money you earn from a job	What salary are you expecting?
notice period	time you must work after you resign	My notice period is one month.
to be promoted	to be given a higher position	I was promoted to team leader in 2023.
qualifications	exams and certificates you have	I have a degree in economics.
flexible	able to change easily	I'm flexible about working hours.
career goals	what you want to achieve at work	My career goal is to manage a department.
to be keen on	to be very interested in	I'm keen on working in an international team.
a reference	a person who can describe your work	My former manager can give you a reference.
to get back to someone	to reply later	Thank you, we'll get back to you next week.

Practice: complete with a word from the list

Use the correct form of the word or phrase.

1. I'm writing to _____ the position of sales assistant.
2. I have three years' _____ customer service.
3. My biggest _____ was winning a new client.
4. I was _____ training new staff.
5. My _____ period is two weeks.
6. She was _____ to manager after a year.
7. Thank you for coming. We'll _____ to you on Monday.
8. I work well with others. I'm a real team _____.

Speaking

- Tell me about yourself and your experience.
- What is your greatest strength, and can you give an example?
- Describe a challenge at work and how you handled it.
- Where do you see yourself in five years?

My new words

Answer key

Practice: 1 apply for · 2 experience in · 3 achievement · 4 responsible for · 5 notice · 6 promoted · 7 get back · 8 player