

# English Lesson 6

## Job Interview

### Some useful phrases

- Please tell me about yourself
- Please introduce yourself
- What do you know about State Polytechnic of Malang?
- Why do you want to work here?
- Do you know the name of our Director?
- When was State Polytechnic of Malang established?
- How many departments do we have?
- Please mention the name of our departments
- Where were you graduated from?
- What was your major?
- What is your strength and weakness?
- I am a hardworking person
- I am a committed person
- I am a proactive person
- I have three year experience as administrative staff
- I can speak English very well
- I want to further my career in public relation

### *Phrases for Describing Yourself*

- I was born and raised in ...
- I attended the University of ...
- I've just graduated from the University of ...
- I have worked for five years as a ...
- I have worked for various companies including ...
- I enjoy playing ...

### ***What Type of Position You are Looking for?***

- I'm looking for a position in which I can ...
- I'm interested in an ...
- I am more interested in a full-time position.
- I am more interested in a part-time position.

### ***Job Interview Answers and Phrases for Describing Your Profile***

- I perform well under pressure.
- I developed some important skills.
- I'm used to working in a busy environment.
- I have very good people skills.
- I'm a very organized person.
- I manage my time well by planning out ...
- I'm good at dealing with change.
- I work well under pressure.

### ***Job Interview Answers and Phrases for Talking about Your Strengths***

- I've always been a great team player.
- I believe my strongest trait is my attention to detail.
- I realized my strength is accomplishing a large amount of work within a short period of time.
- I pay close attention to my customer's needs.
- I am an excellent communicator.
- I am a trouble shooter.
- I'm good at multitasking.
- I'm good at resolving problem situations.
- I'm self-motivated.
- I have very good organizational and time management skills.

### ***Expressions for Talking about Your Weaknesses***

- I feel my English ability is my weakest trait.
- I always try to solve my own problems instead of asking a co-worker who might know the answer.
- I am overzealous (work too hard).
- I become nervous when ....
- I tend to spend too much time making sure the customer is satisfied.
- Sometimes I have trouble delegating duties to others.

### ***Job Interview Answers and Phrases for Explaining Why You Want this Job***

- I want to take on more responsibility.
- In line with my qualifications.
- I am convinced that /the name of the firm/ are becoming one of the market leaders.
- I want to further my career in accounting.
- I am impressed by the quality of your products.

### ***Expressions for Explaining Why the Company Should Hire You***

- You should hire me because I'm confident and ...
- There are two reasons I should be hired. First, ...
- I'm a perfect fit for this job because ...
- I should be hired because I'm ...
- I think I am a great match for this position.

### ***Job Interview Answers and Phrases for talking about language skills***

- I've been speaking French for the last ... years.
- I have effective communication skills in German – both verbally and in writing.
- I've been working in a French speaking environment for the last ... years.
- My English is competent for this industry ([www.businessphrases.net](http://www.businessphrases.net))

### ***Asking for a Repetition***

- I am sorry, could you repeat that please?
- Could / can you say that again, please?
- Would you mind saying that again, please?

### ***Asking For Clarification***

- Would you mind clarifying this point?
- I'm not sure if I've fully understood the main idea of the question. Could you explain it to me?
- What does ("the word") mean/stand for?
- Could you explain please ...

### ***Dialogue 1: starting a job interview***

A: good morning, I am the head of Personnel Department, My name is Suwarno. Please introduce yourself.

B: Good morning sir, I am Arif. I apply here as administrative staff. I am a hardworking person and I am also a committed person.

A: where did you graduate from?

B: I graduated from State Polytechnic of Malang, Business Administration department, my GPA is 3.4

A: Do you have any experience?

B: I have two year experience. I was working in Batam as customer service officer in an Electronic manufacturing company

### ***Dialogue 2: Talking About Your Strength***

A: Could you please tell me what your strength is?

B: I have good communication skills. Therefore, I can work well with any type of co-worker and these skills help me handle costumers especially when they had complaint. I also can manage my time very well so I finish my job before deadline.

### ***Dialogue 3: Talking about Your Experience***

A: Please tell me about your job experience.

B: I work in a cellular company as a customer service officer for three years. In that company I learn well about how to face disappointed customers. Then I worked for two years in a heavy equipment company in Kalimantan also as customer service. In this company I learn about some heavy equipment and how to present them to customers. I also learn how to handle problems in a difficult situation.

### ***Dialogue 4: Talking About Why the Company should Hire You***

A: Why should we hire you?

B: There are two reasons why I should be hired, first, I can work well under pressure. This characteristic is important for a customer service because this job deals a lot with pressure

especially when you have to face many customers who are mostly disappointed. Second, I have a very good communication skill which helps a lot in handling my job.

A: Thank you, it's interesting.

***Dialogue 5: Clarification and Repetition***

A: Please give me an example of a situation of when you were successful in team building.

B: I am sorry. Could please repeat it?

A: Give me a real example of your team building skill.

B: Thank you, it's clear now.

A: Do you know what STAR method is?

B: Pardon me, what does it stand for?