

**Greetings**

Good morning/afternoon. My name is \_\_\_\_\_ and I want to thank you for this opportunity.

Hello! My name is \_\_\_\_\_ and it's a pleasure for me to be here.

Good morning/afternoon. I'm \_\_\_\_\_ and I want to thank you for taking me into consideration for this position.

**Tell me about yourself.**

I am (I'm)...

My name is (my name's...)

This is...

*Location*

I was born in (country) and grew up in (country).

I relocated/moved to (country) when I was (age).

I currently live in (country/city/ town).

I currently live in (country/city), however I would consider relocating if the company required me to do so.

*Position and Company*

I work at/for + 'company name'+ in the \_\_\_\_ Department.

I'm a + 'position' + at (for) + 'company name'

*I'm a manager at Starbucks.*

I work in + 'general area' (*I work in marketing*).

I work as a/an + 'position' (*I work as an accountant/ as a deputy manager*).

I am responsible for/ in charge of the sales team.

I manage a team of 15 employees.

I run a project.

I deal with the press.

My current job entails/involves a lot of different tasks / bureaucracy.

*Qualifications (degrees)*

I am about to graduate/ I am attending the second year.

I am a + 'subject' + graduate/postgraduate.

I am a marketing graduate.

I have a BA/MA degree in + 'subject' (I have a Bachelor of Arts degree in economics).

I got/took my degree in + 'subject' + from (at) the University of...

I received/earned/attained a master's degree after studying in/at – attending/graduating from the University of Somewhere.

*Qualifications (courses)*

I am currently taking a course in + 'theoretical subject' (*I'm currently taking a course in maths*).

I am currently taking a course on + 'practical subject' (*I'm currently taking a course on jewellery making; I'm taking a pottery course*).

I have completed a ‘time’ (number-unit) course in/on... (*I’ve completed a 50-hour (3-day) course in IT*).

*Experience*

I have ‘number’ years of experience in (the) + ‘occupation’ field (*I have 3 years of experience in the neuroscience field at the Radcliffe Research Centre*).

I have ‘number’ years of ‘occupation’ experience. (*I have 10 years of sales experience; I have 10 years of experience in sales*).

I’ve worked in the ‘occupation’ field for ‘number’ years (*I’ve worked in the accounting field/accounting for 3 years*).

**Why do you want to work for this company?**

I’ve been looking for this position for a long time.

I love the idea of working here because I enjoy \_\_\_\_\_.

This is what I always wanted to do, as \_\_\_\_\_

I’m glad I was recommended by \_\_\_\_\_ for this position, as \_\_\_\_\_

I’m glad I saw this job post because I’m very excited about the idea of working for this company: it is...

I believe your company is an important player in your industry.

I’m excited about this opportunity because ...

I’m always looking to develop my skills and I think I could continue doing so in your company.

I’d love to work here because I \_\_\_\_\_.

I’d be thrilled to work for your company because ...

I’m extremely passionate about (industry/field). I specifically love to \_\_\_\_\_ and develop programs to increase \_\_\_\_\_

**What relevant skills would you bring to this role?**

I think I’m the right choice for this job because I know how to...

I’m very good at \_\_\_\_\_ and that’s why I think I’ll be able to handle this position.

I think my \_\_\_\_\_, my \_\_\_\_\_ and my \_\_\_\_\_ (mention a set of skills relevant for the job) make me perfect for this job.

I can say my top 3 skills are: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

What I can contribute to your company is \_\_\_\_\_

**How does your experience suit this job vacancy? Why do you think you are the best match for this position?**

I think I’m the right choice for this job because I know how to...

My (mention a set of skills relevant for the job) will allow me to do this easily.

I’m very good at \_\_\_\_\_ and that’s why I think I’ll be able to handle this position. (Fill the blank space with the one you consider is your best strength.)

I’d love to work here because I \_\_\_\_\_.

I think my \_\_\_\_\_, my \_\_\_\_\_ and my \_\_\_\_\_ make me perfect for this job.

I am eager to apply my customer service skills and assist customers with troubleshooting technical issues.

I think I could be perfect for this job because \_\_\_\_

I think I could continue developing both personally and professionally in your company because ...

I believe I could be an asset in your company because \_\_\_\_

**How would your co-workers describe you? / What are your strengths and/or weaknesses?**

*Adjectives to describe your PERSONALITY*

Hard-working

Proactive

Resilient

Persistent

Resourceful

Loyal: I would describe myself as a loyal individual who goes above and beyond to help others in the workplace.

Punctual: I am always punctual whether it's getting to work on time or meeting deadlines because I have a deep respect for my coworkers and the company I work for.

Consistent: I am a very consistent employee and others can always count on me to hit my quotas and produce quality work.

Trustworthy: I believe that one of my most marketable qualities is trustworthiness. I always respect the privacy of others and I understand how important it is to refrain from speaking about confidential business information.

Accountable: I always hold myself accountable to ensure that I meet deadlines and own up to my mistakes.

Committed: I am committed to providing superb customer service in my role as a customer service representative.

Respectful: I believe that respect is key to maintaining coworker relationships and customer satisfaction.

*Examples of STRENGTHS you could talk about*

Organization

Being able to solve problems

Being able to work to a deadline or under pressure

Punctuality

Responsibility

Optimism: One of my best strengths is that I have an optimistic mindset. It enables me to persevere through challenging projects and help others see things positively.

*Examples of WEAKNESSES you could talk about*

Perfectionism

Being competitive

Being disorganized

Impulsive

***Tell me about a time when...*** (you communicated effectively to achieve a goal).

You can answer this competency based or situational questions using **the STAR structure**:

**Situation** – provide some brief details about the situation you were in when you used a competency so that the reader can understand the context of the example.

**Task** – outline what your objective or purpose was during that situation, again to put your answer into context.

**Action** – describe what you did in that situation and how you approached it.

**Result** – state the outcome, for example: Were the objectives met? What did you learn/gain from being in that situation?

*Example*

**Describe a challenging project or activity which you have planned and taken through to a conclusion. What was your objective, what did you do and what was the outcome? Include any changes you made to your initial plan.**

**Answer**

As a member of my College Theatre Society, I helped organise a visit to the West Yorkshire Playhouse for twenty-five people to see *Hamlet*.

My role was to arrange travel and accommodation for anyone wishing to take part. I promoted the event by using posters across the campus and emailing Society members, emphasising the main benefits of the visit. I also set a deadline for payment to create an efficient cash-flow. Based on this I arranged a mini-bus and negotiated a reduced rate booking at the Leeds Youth Hostel.

As an additional ten students expressed an interest after the deadline, I decided to change my plans. To cope with this, I ordered a larger bus and secured extra accommodation with the Hostel. The visit was a huge success receiving positive feedback and staying within our budget, while generating £25 revenue for the Society from a raffle held on the trip.

***Tell me about a challenge you have faced in your career.***

A good example that comes to mind is \_\_\_

In my role as \_\_\_ I was responsible for \_\_\_

Due to (the situation e.g. COVID 19) our company was under a lot of pressure to implement new health and safety measures.

Our team was under pressure to meet new deadlines.

I was asked to \_\_\_

I was able to turn the situation around.

I organised/arranged/implemented \_\_\_

Even though it wasn't possible there was still a positive outcome.

Fortunately... Finally...

By motivating/creating/implementing/showing initiative ...

I was able to get the team back on track.

However, it was difficult/ it was a challenge because (we had limited resources).

Vocabulary that demonstrates **success**:

**Accomplish:** I accomplished several things during my time there, including scanning and organizing all files into a digital filing system and creating an employee feedback channel.

**Deliver:** I delivered on my promise to satisfy a client and got their contract renewed for another three years.

**Resolve:** I resolved a product defect and made the design even better in the process.

**Increase:** I increased my monthly sales quota by 15%.

**Strengthen:** I strengthened our business's communication channels by programming an internal system.

**Discover:** I discovered a new reward system that motivated my team to enhance their work efforts by 20%.

***Tell me about a time you showed strong leadership.***

Useful **verbs** to express leadership:

Negotiate: In my previous job, I negotiated client contracts to find a price point that worked best for their needs.

Supervise: I supervised a team of 10 product engineers throughout the design and testing phases for prototypes.

Coordinate: I was responsible for coordinating department activities in the absence of my direct superior.

Monitor: I monitored three of our major accounts to check for transaction errors or outstanding debts.

Manage: I had the pleasure of managing the daily activities of 25 employees during my time as a sales manager.

Pioneer: I pioneered a new task delegation system to enhance department productivity by 15%.

**Are you able to work well in a team?**

Useful verbs:

**Support:** When working with coworkers on a project, I always support their ideas and compliment them on their creativity.

**Encourage:** In my previous job, I encouraged my coworker to share their ideas for a new marketing strategy. My boss ended up loving it, and they had the opportunity to head the campaign.

**Collaborate:** I regularly collaborated with the customer service and sales teams to refine product designs, address defects and gauge consumer needs.

**Partner:** I partnered with a member of the marketing department to create effective job descriptions for job vacancies.

**Challenge:** I challenged my teammates to develop our ideas further before finalizing our proposal.

**Delegate:** My teammates and I delegated tasks based on our strengths to maximize our team efforts.

**What do you like to do in your free time?**

I like/love going to art galleries/museums \_\_\_\_

I like/love/enjoy playing football/tennis \_\_\_\_

I'm a big fan of \_\_\_\_

I'm a keen runner/swimmer \_\_\_\_

I watch a lot of \_\_\_\_

I like to keep fit and active so I \_\_\_\_

I am a volunteer for (organisation) \_\_\_\_ This organisation is responsible for \_\_\_\_

I play the piano/the guitar/the trumpet and my favourite musician/composer is \_\_\_\_

Every weekend/summer/winter I go to \_\_\_\_

**How many languages do you speak?**

I have effective communication skills in (language, e.g. Spanish), both verbally and in writing.

I've been using (language) in my professional life for the past \_\_\_\_ years.

I've got a good grasp of the specialised English/Spanish/ \_\_ needed in this post/industry.

I've been working in an English-speaking environment for the past \_\_\_\_ years.

I'm a confident speaker of English/French/ \_\_\_\_

I feel comfortable speaking \_\_\_\_

**Where do you see yourself in five years?**

I'm looking to further my career.

I would like to further my career, so opportunities for professional development would be important to me.

I would like to add to my skill set, so training would be important to me \_\_\_\_

**Do you have questions?**

What is the main function of the department that I will be working in?

What training programmes are available to your employees?

Where do you see the company in 5 years?

Can you describe the working culture of the organisation?

Can you tell me more about the team I would be working in?

What do you enjoy most about working here?

When are you hoping for someone to fill this position?

What are the next steps in the interview process?

Would you mind if I briefly tell you about another of my achievements that I feel is relevant to the job / course, but which I haven't yet had chance to talk about?