



## **JOB INTERVIEW VOCABULARY**

### **Examples Of Words And Expressions Used In Job Interviews**

to accelerate  
to perform  
to create  
to devise  
to expand  
to implement  
to launch  
to propose

to accomplish  
to attain  
to demonstrate  
to enhance  
to extend  
to increase  
to maintain  
to present

to achieve  
to conduct  
to design  
to establish  
to formulate  
to introduce  
to negotiate  
to produce

## **JOB INTERVIEW AND CAREER MANAGEMENT DIALOGUE**

### **Examples Of Words And Expressions Used In A Job Interview And Career Management Dialogue**

Designed and installed a cost analysis software program that sped up production of monthly report.

Repositioned the branch and strengthened the market share.

Launched and maintained new customer database.

Introduced and supervised staff training programs.

What university did you attend and why did you choose it?

It offered the course that best suited my chosen career.

Its business school had an excellent reputation.

Why do you want this job?

I'm looking for a new challenge.

It's an opportunity for me to further my career.

I feel that this post would give me the new responsibilities I have been seeking.

How do you feel about managing a small team?

I have no problem with that.

I had to supervise small project teams in my last job.



I think that I have the right skills to deal with potential problems.

I'm quite confident that I have a good interpersonal skill.

What do you dislike about your current job?

I have enough freedom to use my own initiative.

It's a very small company.

I feel I don't have enough opportunity to develop my interest in.

I'm not learning enough.

What are your future career plans?

I hope to be... by the time I'm 40.

Ultimately, I would like to...

I'm interested in the possibility of working in the US.

Eventually, I'd like to be managing my own team.

What are your strengths and weaknesses?

On the positive side, I'm good communicator, listener, organizer.

I'm able to manage my time well.

On the negative side, I can be very demanding.

I do have a tendency to get frustrated if a project is not advancing quickly enough.

Can you describe your typical day?

What training do you offer?

What kind of opportunities are there for growth in this company?

What are the best things about working here?