



BUSINESS VOCABULARY

to introduce yourself	first name
last name	date and place of birth
nationality	single
married	separated
a diploma	a qualification
high school diploma	bachelor's degree
a PhD	a Master
a Master Business Administration, MBA	professional experience
spoken languages	fluency level
native	fluent
proficient	intermediary
basic notions	leisure
personal interests	

USEFUL VOCABULARY

achievement	an ad
ambition	applicant
background	a bonus
a boss	business
busy environment	certificate
a contract	cover letter
a company	a customer
day off	a deadline
dismissed	employee
employer	employment
end of contract	fired
full-time	full-time job
hands-on experience	hired
hobbies	holiday
holidays	holiday pay
internship	work placement
a job	a job interview
job requirement	a middle manager
motivated	notice
an office	opportunity
organized	overtime hours
part-time	pay rise
pay slip	personal qualities
positive	preference
previous job	professional experience
prospective employer	qualifications
recruiter	a resume



teamwork
a student
salary before deductions and social charges
seasonal employment presented
processed
promoted
raised
recorded
redesigned
replaced
reviewed
screened
serviced
solved
specified
stimulated
summarized
supported
trained
transformed
validated
skills
active
adept
competent
creative
determined
discreet
energetic
enterprising
expert
fair
genuine
innovative
logical
mature
motivated
multitasking
organizational skills
personable
positive
productive
reliable
self-disciplined
sense of humor
sincere

a temporary job
salary
salary after deductions and social charges
presided
programmed
purchased
recommended
recruited
repaired
restored
revised
selected
setup
sorted
started
strengthened
supervised
tested
transcribed
upgraded
verified
accurate
adaptable
broad-minded or open minded
conscientious
dependable
diplomatic
efficient
engaged
enthusiastic
experienced
firm
honest
initiative
loyal
methodical
multi-skilled
objective
outgoing
pleasant
practical
punctual
resourceful
responsibility
sensitive
successful



tactful
trustworthy
sector
strengths
under pressure
unemployed person
work ethic
weakness

team player
a secretary
skill
a trial period
unemployment
work
deontology

SPEAKING ABOUT ONE'S EXPERIENCE

accomplished
advised
applied
built
classified
conceived
consulted
coordinated
decided
derived
devised
distributed
engineered
estimated
explored
formulated
guided
implemented
initiated
interpretive
investigated
maid
merged
negotiated
organised
planned

adapted
allocated
arranged
carried out
collaborated
conducted
controlled
counseled
decreased
designated
directed
documented
enlarged
evaluated
facilitated
founded
handled
improved
inspected
introduced
led
managed
moderated
obtained
overcame
prepared

administered
analyzed
assisted
catalogued
completed
constructed
cooperated
created
delegated
developed
discovered
encouraged
established
examined
finalized
governed
identified
increased
installed
invented
located
maintained
motivated
operated
performed

USEFUL VERBS

to apply for a job
to call back
to be contracted/employed

to be experienced
to carry out
to collaborate



HYPNO**LANGUE**
Learn english faster & easier

to develop
to lead
to have experience
to facilitate
to be fired
to graduate from
to hire
to implement
to intend to
to be keen to
to look forward to
to motivate
to perform
to recruit
to respond
to supervise
to wear
to work part-time

to direct
to earn money
to do extra hours
to fire
to get up
to handle pressure
to be hired
to be interested in
to introduce
to leave
to major in
to obtain
to be made redundant
to realign
to start
to be unemployed
to work
to work full-time