

## Job interviews

Here are some common words and phrases you can use at your job interview.

### Talking about your educational background

- I studied (subjects) at (school/university)
- I graduated from (university) in (year)
- I am a fully qualified (teacher)
- I did a (business course) in (2020)
- I have a (degree/masters) in (subject)

### Talking about your work experience

- I worked for (company name) as a (job title)
- I worked in (department/sector) for (months/years)
- My responsibilities included (dealing with customer complaints)
- I was responsible for (inputting data)
- I was in charge of (the marketing department)
- I managed a team of (10 people)
- I have a proven track record in (sales)
- I have (5) years' experience in (retail)

### Describing your good qualities

- I am really good at + (communicating / working under pressure / troubleshooting)
- I consider myself to be + (hardworking / diligent / a team player)
- I am (self-motivated / loyal / well-organised)
- I am a (proactive) person
- I perform well under pressure
- I take pride in my work
- I work well in teams

### Power adjectives and phrases you might use to describe yourself

*diligent / decisive / motivated / resourceful / reliable / dependable / people-oriented / methodical / ambitious / self-driven / skilled / committed / determined / analytical / attentive / detail-oriented / punctual / versatile / adaptable / considerate / compassionate / empathetic / a team player*

### Adverbs intensifiers you can sometimes use to make adjectives stronger

- *highly / extremely* - Example: "I am extremely/highly motivated."