

# The Job Interview

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by Andy Boon

Book 1

Pocket Reader Series

SAMPLE

Halico  
CREATIVE EDUCATION

## Pocket Readers Overview

The 10-book business reader series tells the story of your first year working in the product marketing department of *ABC Convenience Stores*. The series looks at skills and strategies for being successful in interviews, the first week on the job, giving presentations, taking part in meetings, writing emails, entertaining business clients, going overseas on business, dealing with office conflict, launching new products, and mentoring new staff.

# The Job Interview

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SAMPLE

## 1. The Beginning

### 1.1 Applying

The story begins with you. You are looking for a job. You go to many career seminars and learn about many different companies. You also search online and read many **job advertisements**. You **apply** for many interesting jobs. You send your **resume (or curriculum vitae)** and **cover letter** to the **human resources** departments of many companies. Your resume contains information about your education, your work experience, your skills, your abilities, and your **accomplishments**. Each cover letter explains where you saw the job

advertisement. It gives your reasons for applying for the job. It gives information about your skills and experiences. It also explains how you would benefit or be important to the company. At the end of each cover letter, you write, “I look forward to the opportunity to speak to you further about how I can contribute to your company.” You write, “Best regards,” and sign your name. You hope you can attend many **interviews** and be accepted for a job. You do not want to be **rejected**.

## 1.2 Getting Short-listed

Then, you wait. Every day, you check your emails, but you receive no replies. You feel sad. One morning, you wake up and the sun is shining through the windows. You smile to yourself. “Today will be the day I get **short-listed**. Today will be the day I get an email inviting me to an interview,” you think. You check your smartphone – there are only a few emails. They are from your friends. “Nooooo!” you cry. Suddenly, you hear a noise from your phone. You receive an email from the human resources manager of *PH Health Japan Co., Ltd*:

Further to your application for the position of trainee sales representative, we are happy to announce that you have been short-listed. I am writing to invite you to attend an interview on...

“Yes!” you shout, “I’ve been short-listed. I have an interview. I have an interview. I have an interview!” You are one of the lucky **candidates** to be short-listed for an interview.

## 2. The Unsuccessful Interview

### 2.1 Oversleeping

It is the morning of the interview. You wake up and check the time. “Oh no! I’m late. I slept through my alarm,” you say. You shower and get dressed quickly. But, you cannot find your shoes. “Where are they?” you think. You take a quick look around your apartment. You look in your shoe box. You look in the storage. They are nowhere to be found. You do not have time to look again, so you put on some black sneakers. “These will be fine,” you think. “Nobody will see them under my suit.”

## 2.2 Sleeping on the Train

You get to the station. The train is on time. You even get a seat! “Great!” you think. You close your eyes and go to sleep. You dream about the job interview. It is going well. The interviewer looks happy. You are happy. Suddenly, you open your eyes. You are still on the train. “Oh no!” you say to yourself, “I’ve gone past my stop.” You run out of the train, up the stairs, and across the train tracks to the opposite platform. There is a train arriving. You get on it. You look at your watch, “I still have time before the interview. Lucky!” you think.

## 2.3 Getting Lost

You leave the station and start walking. You use the map on your smartphone. It tells you that the office of *PH Health Japan Co. Ltd.* is about five minutes away. “Okay, it’s 9:15 a.m.,” you think. “My interview starts at 9:30 a.m. I should arrive at 9:20 a.m. No problem.” You walk for a few minutes down the main street. You look again at the map on your smartphone. “Oh no!” you cry, “I’ve been walking the wrong way down the street.” You turn and start to run. You run back to the station. You keep running past the station. You run for a few more minutes. It’s now 9:25 a.m. You cannot find the

office. You are worried. You look at your smartphone again. You need to turn right after the convenience store. You turn right but you still cannot find the office. You run back to the convenience store. “Excuse me, do you know where *PH Health Japan Co. Ltd.* is?” you ask. “Yes, turn right, and then take the next left. You will see it on your left,” the convenience store worker answers. “Thanks!” you say as you run out of the store. You turn right and left and you see a tall, modern building. There is a large sign, “*PH Health Japan Co. Ltd.*” The time is now 9:34 a.m.

## 4. Language Focus and Tasks

### 4.1 Vocabulary #1

Read the following sentences. What do you think the words in **bold** mean?

1. You also search online and read many **job advertisements** when looking for a job.

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2. You send your **resume** (or **curriculum vitae**) with information about your education, work experience, skills, and abilities to many companies.

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## 4.2 Vocabulary #2

Read the definitions to the words in Task 4.1. Did you guess the meanings of the words correctly?

<b>Job advertisement:</b>	(Noun) An announcement by a company online or in a newspaper that a job is available.
<b>Resume / Curriculum Vitae:</b>	(Noun) A document which explains information about a person's education, work experience, skills, abilities and accomplishments. It is usually sent to a company as part of a job application.
<b>Cover letter:</b>	(Noun) A letter or electronic document sent with a resume as part of a job application. The letter gives extra information about your skills and experience.
<b>Human resources:</b>	(Noun) Human resources or HR is responsible for hiring, training, and firing workers or company employees.

## 4.3 Useful Language:

### 1. Inviting a Short-listed Candidate to an Interview.

Further to your application for the position of trainee sales representative, we are happy to announce that you have been short-listed. I am writing to invite you to attend an interview at our head office in Shibuya on Tuesday March 15th at 9:00 a.m.

## 4.4 Reflection Questions

1. Why do you think the interview with *PH Health Japan Co., Ltd.* was unsuccessful? What mistakes did the candidate make?

2. Why do you think the interview with *ABC Convenience Stores* was successful? What did the candidate do better in this interview?

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