

Preparing for An Interview

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Self- Introduction

First, let me thank you for interviewing me today. I am seeking an opportunity to work in the area of _____. I have a bachelors degree in _____ from _____ (university or college) and a masters degree in _____ from _____ (university or college). I also completed a diploma program in _____ at the _____ (university or college) in _____ (year). Over the past _____ years, I have worked with _____ (name of company) which _____ (explain company objective). During this period, I learnt how to _____ (action verb), _____ (action verb), and _____ (action verb). I'm looking for a new position which will allow me to apply my _____ and _____ skills, while contributing to a positive work environment.

Personality Adjectives

Adventurous: I take risks.
Ambitious: I am driven to succeed.
Approachable: I work well with others.
Articulate: I can express myself well in front of groups.
Autonomous: I use initiative.
Calm: I stay levelheaded in a crisis.
Charismatic: I can be a leader when need be.
Cheerful: I develop a positive work environment.
Clever: I can juggle multiple tasks.
Competitive: I thrive under pressure.
Confident: I am not afraid to ask questions.
Cooperative: I get along well in a team setting.
Courteous: I care about workplace atmosphere.
Creative: I think outside the box.
Curious: I am eager to learn.
Determined: I am self-motivated.
Devoted: I am committed to the company's success.
Diligent: I always work my hardest.
Easygoing: I easily adapt to new situations.
Educated: I possess formal training.
Efficient: I have very quick turnover time.
Eloquent: I have strong communication skills.
Energetic: I am able to work long and hard hours.
Enthusiastic: I put my all into every project.
Flexible: I am able to adapt my priorities.
Focused: I am goal-oriented.
Friendly: I am easy to work with.
Honest: I value integrity.
Imaginative: I am inventive in my work process.

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Independent: I need little direction.
Inexperienced: I am a blank pallet.
Inquisitive: I am excellent at gathering information.
Insightful: I can read between the lines.
Intuitive: I can sense when there is a problem.
Meticulous: I pay attention to the small details.
Neurotic: I am a perfectionist.
Open-minded: I take constructive criticism well.
Opinionated: I am comfortable voicing opinions.
Organized: I am a meticulous planner.
Patient: I am not easily ruffled.
Perceptive: I can read people effortlessly.
Persuasive: I am a natural salesperson.
Proactive: I control a situation by preparing for possible future problems
Procedural: I work best with structure.
Punctual: I have great time management skills.
Quiet: I am a great listener.
Relaxed: I do not stress easily.
Resourceful: I use every tool at hand.
Responsible: I always finish a task on time.
Talkative: I am comfortable initiating a dialogue.

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List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened

supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted

proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated

computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated

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List of Action Verbs for Resumes & Professional Profiles

taught
tested
trained
transmitted
tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

creative skills
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed

developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged

ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization/ Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered

organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

More verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

Typical Interview Questions

- 1) Can you tell me a little about yourself?
- 2) Can you tell us a little bit about your work experience so far?
- 3) What are your professional strengths?
- 4) Why should we hire you?
- 5) What is your greatest professional achievement?
- 6) Name a weakness you think you have.
- 7) Tell me about a challenge or conflict you've faced at work,

and how you dealt with it.
- 8) What are you looking for in a position?
- 9) How many years have you been studying English?
- 10) Do you feel confident writing emails, or making presentations in English?

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Colloquialisms

I couldn't agree more

I really don't mind

You're welcome, it was nothing really.

I'm afraid

I'm going to give it all I've got.

What do you have in mind?

Oh, I'm used to it.

I'd be glad to.

I'm having second thoughts about...

I'll keep my fingers crossed.

I'd love to.

It doesn't ring any bells.

Sure.