



# IMPRESSING FUTURE EMPLOYERS

Useful hints and expressions for handling Job Interviews in English

## GENERAL USEFUL TERMS AND VOCABULARY

To apply for a position...	To develop and implement something...
To hand in a covering letter, CV/résumé and further attachments	To carry out and achieve something...
A division/department of a company...	To prioritize and manage something...
To hold an advanced degree...	To be adaptable and resourceful..
Contributing to successful achievements	To be committed and reliable..
To be a promising candidate...	To be confident and dependable...
To negotiate the compensation package...	To be creative and adept...

## PREPARATION AND ARRIVAL

- Collect company information such as company history and main facts and figures
- Print copies of your cover letter, CV, and further references
- Find out about potential dress codes & interview partners
- Have a short summary about yourself prepared including examples and anecdotes
- Avoid running late

## INTRODUCING YOURSELF AND YOUR MOTIVATION

- If asked, provide information about your motivation (both for the position and for the company)
- If asked to tell about yourself, recall your prepared one minute summary including examples, anecdotes and how your skills may affect the company performance positively
- Ask questions such as about the annual growth area of the company or why the position is open

## YOUR PROFESSIONAL AND EDUCATIONAL BACKGROUND

- Have a brief antichronological (most current first) overview over your academic and professional background prepared
- Have your most significant educational and professional achievements prepared

## YOUR PROFESSIONAL AND SOFT SKILLS

- If asked, provide information about your (current) responsibilities and about what possibly makes you better than any other competitor
- If asked, provide information about your strengths and weaknesses (try to avoid listing weaknesses such as for specific food categories etc.)
- If asked, provide information about your working environment and possible preferences (e.g. teamplayer, office arrangements etc.)

## INTERVIEW CLOSURE AND FURTHER QUESTIONS

- Be prepared for tricky questions such as how you handle stress situations or where you see yourself in the near future
- Be prepared for questions about any further applications and your salary expectations
- Use the chance to ask questions if you havent asked many or any so far such as about the tasks, working environment, time frame etc.



Speak with Confidence

### Costa Rica

San Pedro (506) 2253-9191  
Sabana Norte (506) 2291-4327  
Fórum I, Santa Ana (506) 2204-7555

### Guatemala

Reforma (502) 2362-4444  
Majadas (502) 2383-4444

### Panamá

Marbella (507) 265-4800

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