



What to say during a job interview

The job interview is an essential part of your career. Therefore, it is very important to know what to say when you attend an interview. First of all, you must pay attention to and keep in mind what the interviewer is saying. Remember that one of the main skills of a conversation is the art of listening.

Try to remain as calm and confident as possible. Focus on relevant information. Remember that a job interview covers a very short time span. For this reason, you should share any information relevant to your career, or the job profile in general. Don't focus on unimportant details. Make sure that you give the interviewer an idea that you are a team player. Another important aspect to put across is that of motivation and of future ambitions that you have. Finally, remember that an interview is just the beginning of your career. There will be several steps along the way where anything that you say will be checked and cross-checked. Therefore, be completely honest about your answers.

Below are some useful expressions you can use during a job interview.

– Introducing yourself

Good morning, my name is Mr/Ms... and I have an appointment with Mr/Ms...

Good morning, I'm here for a job interview.

May I see Mr/Ms..., please?

– Describing your past career and your current tasks

I've been working as... for... (*name of the company*) since...

My current tasks include...

I am also responsible for...

I've developed a knowledge on ...

– Underlining your personal skills

I work well under pressure.

I am trustworthy/reliable/responsible.

I am proactive and able to use initiative when solving problems.

I like working in a team. I can coordinate a group of people sharing tasks and responsibilities.

