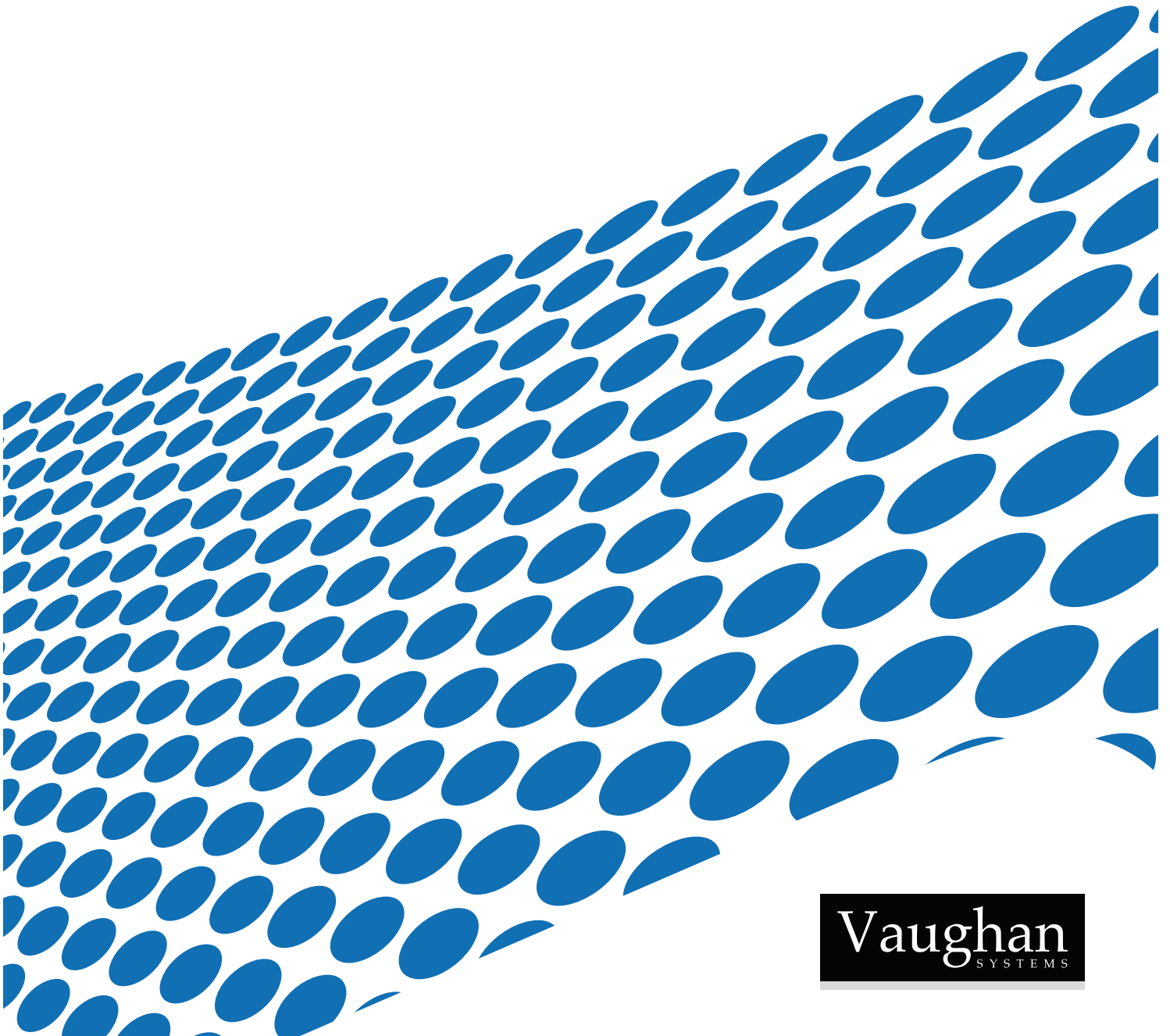


NATALIE MURRAY

INTERVIEWS IN ENGLISH

TU GUÍA PARA
CONSEGUIR TRABAJO
EN INGLÉS



Introduction

I've been teaching for many years now – both at Vaughan Systems and at university level. From speaking to my students, I know one of the most daunting experiences for someone who is learning English is the thought of an interview in English. The good news is that it doesn't have to be that scary! All interviews have characteristics and features in common. With the help of this book, you will be able to practice some of the most common and essential steps in finding work and, hopefully, secure your ideal job. Good luck!

How to use this book:

1. Go through the different **sections** of the book remembering to complete all of the exercises as you go.
2. Listen to the **audio** to hear the correct pronunciation of each new vocabulary word and to hear essential tips and tricks for the other sections.
3. Remember to **repeat** everything you hear as many times as possible so that you will remember the correct pronunciation and structures.
4. Complete all of the practice sections, if you get something wrong, **mark** it with a pencil and remember to **revise** this part, again and again.
5. Finally, remember: **PRACTICE MAKES PERFECT!** ● ● ● ● ●

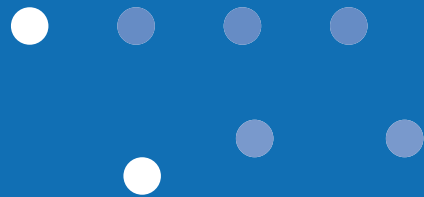
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Section 1

BUILDING YOUR CV

Cover Letter



Introduction

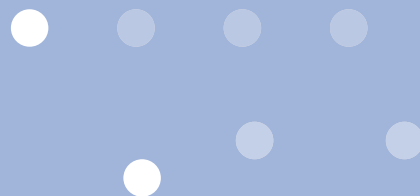


Writing your cover letter

Can you guess what 86% of executives said was “*essential*” (/essénnshel/) when evaluating candidates for a job? The answer is: a “*cover letter*” (/kávvelette/). The fact is in today’s job market you need a cover letter to ensure your CV is read and to secure an interview. In this section we are going to study everything you need for writing your cover letter.

Your cover letter is normally your first contact with a potential employer. You don’t want to create a bad first impression by making lots of mistakes in your written English. Instead, you want your cover letter to highlight your strengths and make it clear that you are the ideal candidate for your preferred company. It is also good to remember to “*tailor*” (/tttéile/, ‘adaptar’) your cover letter. If an employer has hundreds of cover letters to read, the ones that “*stand out*” (/ssstttánnddd auttt/, ‘destacan’) are the ones that show the candidate has a real interest in the company he or she is applying for.

Read on for instructions and key **tips** on how to create the perfect cover letter in English that will impress any employer.



Vocabulary



Personality adjectives are key to making your cover letter a success. Almost everybody uses the same adjectives: **“responsible”** (/risspónnssebel/, ‘responsable’), **“punctual”** (/pánnchiuel/, ‘puntual’) and **“hardworking”** (/hhhaadd hueekin(g)/, ‘trabajador/a’). To avoid using the same adjectives as everyone else, in this section there are five original personality adjectives that will make your CV really **“stand out”**.

Orientado/a hacia la consecución de objetivos	Goal-oriented	/goul óoriennnttidd/
Dinámico/a	Dynamic	/ddainnnámmik/
Optimista - positivo/a	Upbeat	/áppiitt/
Fiable - responsable	Reliable	/riláiebel/
Muy comprometido/a	Hands-on	/hhhánnddd(s) onnn/



Examples

I am very **goal-oriented**. If I am working on a lot of different things, I always make sure I successfully meet my targets.

Orientado hacia la consecución de objetivos. Si estoy trabajando en muchas cosas diferentes, siempre me aseguro de alcanzar mis objetivos de forma exitosa.

In my current role, I have many different tasks to do so being **dynamic** is the key to succeeding.

En mi cargo actual tengo muchas tareas diferentes que hacer, por lo que la clave para tener éxito es ser dinámico/a.

Even in challenging situations, I think it is important to remain **upbeat**.

Incluso en situaciones desafiantes, creo que es importante mantenerse optimista.

I complete everything to a high standard and my **reliable** nature means I am often assigned extra tasks.

Realizo mis trabajos a un alto nivel y mi fiabilidad y responsabilidad hacen que a menudo se me asignen tareas extras.

As a manager I have always been very **hands-on**, I like to be involved in every aspect of the company.

Como director siempre he estado muy comprometido/a, me gusta involucrarme en cada aspecto de la compañía.



This list is by no means **“exhaustive”** (/eksssóosssttivv/, ‘**exhaustiva**’). Try to think of some more original adjectives that are especially relevant to your preferred job.

Grammar



When applying for a job it is very important to speak in the **active** tense, for example: **“I organised an event for 20 colleagues”** rather than the **passive** tense: **“an event was organised for 20 colleagues”**. If you speak in the passive tense it could mean that you **“witnessed”** (**‘presenciaste’**) a lot of things happening but you were not **“directly”** (**/dddairéktttlii/**) involved. By speaking in the active tense it shows you were directly responsible for a task and it shows initiative.

We form the active tense by using the subject + verb:

I organised the event

Organizé el evento

He supervised the junior staff

El supervisó al personal junior

She interviews candidates

Ella entrevista candidatos

Change these passive sentences into active:

Examples

The project was completed ahead of schedule (Ella)

El proyecto se completó antes de lo programado

She completed the project ahead of schedule (/ssskédddiul/)

Ella completó el proyecto antes de lo programado

1 Se eligieron 12 candidatos (Él)

2 Se organizó la reunión (Yo)
