

Mastering Job Interview English

Get your dream job

⚠ qualification is the employee side of requirements

⚠ prospective employer

↳ a person or a company you want to work for

⚠ General tips for applying a job

- ↳ Aim high
- ↳ Be yourself
- ↳ Give clear examples
- ↳ Avoid misunderstandings
- ↳ Avoid memorization
- ↳ Make the interviewer remember you

⚠ Resume Tips

- ↳ clear and simple
- ↳ key info is easy to see
- ↳ info is relevant
- ↳ templates are ok
- ↳ make sure spelling and punctuation is ok

⚠ why to follow-up after sending resume

- make sure they've receive it
- to show that you're interested in job

⚠ Doing research is very important before interview

⚠ notable body languages during interview

- firm handshake
- eye contact (not staring)
- small talk & humor
- shoulders should be up-straight

⚠ outline for introduction

- name and education
- work experiences
- values
- connection to new applied job

⚠ Avoid being too much confident in saying your strengths

⚠ Giving examples are important for things that you're good at
 / not good

⚠ explain your actionable improvements after telling your weaknesses

⚠ Past experience questions

- what did you learn from your last job?
 - ↳ tell something + a short story
- why are you leaving your current job?
 - ↳ avoid being negative
- talk about a time when you've had to deal with conflict
 - ↳ explain how it was resolved
 - ↳ focus on the solution
- describe something difficult you've had to overcome
 - ↳ give clear examples
- have you ever had to take the lead?
 - ↳ tell a story about your past experiences
- what was your biggest failure?
 - ↳ show how you've fixed it
 - ↳ show what you learned
- what could your previous boss improve upon?
 - ↳ don't trash anybody
 - ↳ don't focus on negatives
 - ↳ give honest and fair comments

⚠ character & knowledge questions

- where do you see yourself in 5 years?
 - ↳ mention career-related
- tell me something about this company.
 - ↳ do some research before
- what does team work mean to you?
 - ↳ illustrate some examples
- why do you think you're a good fit here?
 - ↳ "I identify with the culture of this company.
for example, ---"
- what motivates you?
 - ↳ I am driven by ---
- do you have any mentor?
 - ↳ explain why & what you've learned
- what would your past coworkers would say about you?
 - ↳ "I don't want to put words in their mouths, but ---"
- How would you deal with furious customer?
 - ↳ deal with hypothetical situations with your past xp

⚠ More common questions

- what kind of salary are you expecting?
 - don't give a number. ask for their range
 - do research before
- would you be able to start right away?
 - explain your notice period

⚠ Questions to ask from interviewer

- what would be my day-to-day responsibilities?
- would I be required to do any accounting work?
- can you clarify [something] for me?
- How long is the probation period?
- what kind of training ^{trial} do you offer?
- when would I start?