

ENGLISH FOR JOB INTERVIEW

Question 1: Tell me about yourself/ How would you describe yourself?

(Giới thiệu bản thân)

Gợi ý format trả lời:

- **Education background** – nền tảng bằng cấp của bản thân;
- **Career (work experience)** – kinh nghiệm làm việc – nếu bạn là sinh viên mới ra trường, bạn có thể đề cập về “achievements – thành tựu đạt được trong quá trình học tập hoặc kinh nghiệm làm thêm của bản thân. Bạn lưu ý là chỉ nên nói những thành tựu hoặc kinh nghiệm làm việc phù hợp với vị trí em đang ứng tuyển.
- **Personal interests** – sở thích cá nhân. Nên nói sở thích cũng liên quan đến vị trí tuyển dụng- hoặc ít nhất là hỗ trợ để làm nổi bật tiềm năng của bạn;
- Miêu tả bản thân mình bằng 1 số tính từ (adjectives) và nên nhớ: ***những tính từ đó là những tố chất cần thiết cho công việc bạn đang ứng tuyển;***
- Giải thích tại sao bạn chọn những tính cách đó bằng cách lấy ví dụ thực tế về kinh nghiệm làm việc của bạn;

Một số cấu trúc bạn nên sử dụng với câu hỏi này:

EDUCATION

- | | |
|-------------------------------------|-----------------------------------------|
| • Go to (Went to) + University name | Học trường... |
| • Studying/Studied + Subject | Học chuyên về... |
| • Be involved in + Activity | Tham gia các hoạt động... |
| • Be very active in + activity/club | Năng nổ tích cực trong các hoạt động... |

WORK EXPERIENCE

- | | |
|------------------------------------------|-----------------------------|
| • Working /worked at + company's name | Làm việc tại công ty... |
| • Doing/ did an internship for + company | Thực tập tại công ty |
| • Be on theteam/ department | Làm tại bộ phận.../ nhóm... |

HOBBIES

- | | |
|--------------------------|-----------------|
| • My hobbies include ... | Sở thích gồm... |
| • I enjoy... | Tôi thích.... |

Một số từ vựng mô tả tính cách

Words	Meanings
○ Cooperative	Có tinh thần hợp tác
○ Considerate	Chu đáo, cẩn thận
○ Calm	Bình tĩnh
○ Flexible	Linh hoạt
○ Efficient	Có năng lực
○ Confident	Tự tin
○ Creative	Sáng tạo
○ Independent	Độc lập
○ Honest	Thành thực
○ Ambitious	Có hoài bão
○ Practical	Có đầu óc thực tế
○ Open-minded	Cởi mở
○ Patient	Kiên nhẫn
○ Serious	Nghiêm túc
○ Humorous	Có khiếu hài hước
○ Careful	Cẩn thận
○ Responsible	Có tinh thần trách nhiệm
○ Sincere	Chân thành
○ Quiet	Trầm tĩnh
○ Enthusiastic	Nhiệt tình

Sau đây là một vài ví dụ, chú ý các cấu trúc in đậm nhé:

- "Oh, let's see... I think I would **describe myself as** honest, detailed, and very organized."
- "I think I would say **that I'm** very responsible. Whenever our group of friends had to coordinate an activity, they always relied on me."
- "I would **probably say that** I'm warm, friendly, and understanding."
- "My professor **always told me that** I was very creative. He liked my papers because it showed that I really thought about the problem and tackled it in a different way."

Mẫu

"I went to the University of Washington and majored in English Literature. I went to graduate school because I really enjoyed learning. Afterwards, I started my career at Boeing as a web content editor. I've been there for 3 years now. Although my emphasis is in writing, I like numbers. I think solving logic problems and riddles are quite fun. I also enjoy jogging, reading, and watching movies."

Question 2: What are your strengths?

(Điểm mạnh của bạn là gì?)

Gợi ý format trả lời:

- Phần 1: Nêu rõ điểm mạnh của mình (ví dụ: khả năng lên kế hoạch và hợp tác rất chặt chẽ với đồng nghiệp).
- Phần 2: Lấy ví dụ để làm rõ điểm mạnh trên (ví dụ phải liên quan đến kinh nghiệm làm việc của bản thân)

Một số cấu trúc bạn có thể dùng trong câu hỏi này:

- I find myself + adj (miêu tả bản thân)
- A couple of strengths I have are (liệt kê điểm mạnh)
- I have been always good at + V-ing/noun
- I believe + Clause
- "I believe my strongest trait
- I realized my strength is

Mẫu

"A couple strengths I have are planning and execution, and working with people. I've always been very good at planning and detailing all the steps. Even in college, I would spend time organizing my week and planning a strategy to tackle each class or assignment. Executing a plan has always come easy for me as well. I believe it's due to proper planning. I also work with people very well in a way where I use the strengths of each individual in a team to produce the best results. Because of my easy going personality, I've been told by my directs that it's easy to approach me."

Question 3: What are your weaknesses?

(Điểm yếu của bạn là gì?)

Gợi ý format trả lời:

- Bạn nên thể hiện những điểm yếu một cách chân thật (nhưng không ảnh hưởng

đến phẩm chất cần có của vị trí đang ứng tuyển).

- Chỉ ra điểm yếu chưa đủ, bạn cần đưa ra cách khắc phục cho điểm yếu đó. Và nhớ là phải có dẫn chứng minh họa.

Mẫu 01

"I think my weakest trait is my impatience. Whenever I work in a team and a member is not performing up to my expectations, I can get impatient and annoyed. I understand if they are working hard and their portion is difficult, but sometimes a person can't do the assignment due to incompetence or laziness. A while back I would get frustrated and start complaining, but I realized that I can help out by explaining things to some people and encouraging lazy people by reminding them of deadlines. I know *it's bad to be impatient, but I'm definitely working on it.*"

Mẫu 02

"I'm too detail oriented. I never want to leave anything out and I want everything to be perfect. This is bad because it slows down my work. Initially, I tried to work faster to compensate, but that only made me sloppy. So I decided to put more emphasis on priority and planning. By doing so, I'm hoping that I can make the proper decisions on what to work on and what to intentionally leave out."

Mẫu 03

"This might be bad, but in college I found that I procrastinated a lot. I realized this problem, and I'm working on it by finishing my work ahead of schedule."

Mẫu 04

"I feel my weakness is not being detail oriented enough. I'm a person that wants to accomplish as much as possible. I realized this hurts the quality and I'm currently working on finding a balance between quantity and quality."

Mẫu 05

"I feel my English ability is my weakest trait. I know this is only a temporary problem. I'm definitely studying hard to communicate more effectively."

Mẫu 06

"The weakest trait I struggled with was not asking for help. I always try to solve my own problems instead of asking a co-worker who might know the answer. This would save me more time and I would be more efficient. I'm working on knowing when it would be beneficial to ask for help."

Question 4: What are your short term goals?
(Mục tiêu ngắn hạn của bạn?)

Một số cấu trúc trả lời cho dạng câu hỏi trên:

- My short term goal is to + V-infinitive
- My goal is to + V-infinitive
- I want to + V-infinitive
- I've done sth
- I've concentrated on + V-ing
- I've completed + V-ing
- A short term goal I have set for myself is to + V-infinitive

Mẫu 01

"My short term goal is to learn everything I can about marketing. I want to find a position where I can contribute what I've learned through education and to gain real life experience. I believe the next couple of years will be very important to me and my immediate goal is to learn and become skilled in all aspects of marketing."

Mẫu 02

"My short term goal is to get into a management position. The last five years of my career, I've concentrated on learning and acquiring all the skills needed to perform excellent work. Recently, I've taken more responsibilities in management because I eventually want to become a sales manager. I'm excited about the last few assignments I completed because it involved working with vendors and partners while managing a small group of workers. So I hope to be in a management position within a year or two and I feel I'm doing a diligent job by volunteering for extra work to gain more experience."

Question 5: What are your long term goals?
(Mục tiêu dài hạn của bạn?)

Một số cấu trúc bạn học được sẽ là:

- My long term goal is to + V-infinitive
- That's not going to stop me + from V-ing
- I'm going to + V-infinitive

Mẫu 01

*"My long term goal is to become a partner for a consulting firm. I know the hard work involved in achieving this goal, and I know that many people fail to become a partner. That's not going to stop me from working hard, learning everything I can, and contributing to a company **where I'll become a valuable asset**. I know it's not a guarantee, but becoming a partner is a long term goal of mine, and this **I'm going to work towards** goal throughout my career."*

Mẫu 02

"I would like to become a director or higher. This might be a little ambitious, but I know I'm smart, and I'm willing to work hard."

Mẫu 03

"After a successful career, I would love to write a book on office efficiency. I think working smart is important and I have many ideas. So after gaining more experience, I'm going to try to write a book."

Mẫu 04

"I've always loved to teach. I like to grow newer employees and help co-workers where ever I can. So in the future, I would love to be an instructor."

Mẫu 05

"I want to become a valued employee of a company. I want to make a difference and I'm willing to work hard to achieve this goal. I don't want a regular career; I want a special career that I can be proud of."

Question 6: Why should I hire you?

(Lý do vì sao tuyển dụng bạn?)

Một số câu trúc bạn có thể dùng:

- *I'm a perfect fit for this position.*
- *I have the experience and the trait you are looking for.*
- *I should be hired because I'm + adj (miêu tả bản th}n phù hợp với đặc tính nghề nghiệp)*
- *I am great at + V-ing*
- *There are 2 reasons I should be hired. First,Second, ...*
- *I'm confident I'm the best person for this job because of + liệt kê năng lực bản th}n...*
- *I have intimate knowledge of + lĩnh vực xuất sắc*
- *So I strongly believe that I'll be the best candidate*

2 mẫu trả lời cho 2 loại hình ứng viên:

- **Ứng viên mới ra trường**

Mẫu 01

The reason I applied for this position is because the qualifications matched my strengths perfectly. I'm good at juggling multiple tasks, I'm very detail oriented, and I organize my time very efficiently. But the truth is that many people have these traits. But if I were in your position, I would hire myself because of the passion I have for this industry, and my optimistic personality. My education background and my strengths show that I can do this job. But I want to make more of an impact than just doing my job. I don't want to blend in with the company, I would rather want my addition to improve it."

- **Ứng viên đã có nhiều kinh nghiệm**

Mẫu 02

"This position is for a quality assurance manager, I'm confident I'm the best person for this job because of my past experience. At ABC Software Company, I was in charge of a team that was responsible for the quality of three different applications. I have intimate knowledge of quality assurance, product support, and even some creative processes that will benefit a quality assurance team. I've built a team from scratch and fully understand the product development cycle. Finally, one of my traits is in developing and mentoring junior employees. I believe in transferring knowledge to everyone in the company and investing a little more effort into the people who work for me. So I strongly believe that I'll be the best candidate due to the combination of my experience, my managerial skills, and my desire to provide growth in employees."

Question 7: What extracurricular activities were you involved in?

(Các hoạt động ngoại khóa bạn đã tham gia)

Một số cấu trúc bạn có thể sử dụng:

- I was very active in + tổ chức/nhóm bạn tham gia;
- I was a member of + tổ chức/nhóm bạn tham gia;
- I helped + V-infinitive;
- I was involved with + công việc bạn làm

Sau đây là một số mẫu trả lời với loại câu hỏi này:

Short Answers

Mẫu 01

"I was involved in our school newspaper. I was one of the writers for three years."

Mẫu 02

"I was very active in our university politics. In my senior year, I was the vice president of the University."

Mẫu 03

"Besides studying, I played baseball for our school. I really like to study and to stay physically active."

Mẫu 04

"I was involved with a group that helped awareness of environmental problems such as pollution. I was on a team that educated people about driving alternatives such as buses and carpooling."

Gợi ý format trả lời:

- Khẳng định rằng bạn rất thích và tự hào khi nói về công ty của bạn;
- Nêu rõ lí **do cá nhân của bạn** khi rời công ty (muốn làm việc ở một vị trí thử thách hơn, muốn khai thác hết tiềm năng của bản thân...)

Long Answer

Mẫu 01

"I was very active in the university magazine committee. I was a member of that group for four years. I helped write articles about events occurring in school. In my senior year, I was the editor and did less writing and more managing in regards to the magazine structure, what contents to add, and distributing work among the junior members of the group. I really enjoyed my experience there and learned about working closely together as a group to deliver a quality magazine."

Question 8: Why do you want to leave your current job?

Tại sao bạn muốn bỏ việc?

Long Answer

Mẫu 01

"I really enjoy what I'm doing, but I feel I'm following a routine. I looked around for more opportunities to grow, but because the company is small, I'm very limited. I want to work in an environment that will help me realize my full potential and a place I can contribute everything I'm capable of doing. My current job doesn't provide these things for me and that's why I want to work here. I know ABC Company has a lot of

opportunities for growth and encourages employees to take on challenging projects to learn more. That is what I'm looking for."

Mẫu 02

I want to find a company with more opportunities. My previous company was very small and didn't have opportunities for growth. After learning about the work environment here, I felt this is exactly the type of place I want to work."

Mẫu 03

"My current company is very large and it's difficult to do different tasks. We have routine work that never changes. I want to work in an environment where I can utilize more of my skills."

Mẫu 04

"Our family moved to live near a better school district for our children. This area is great and I want to find a job closer to my new home. My previous job was too far away to commute."

Một số mẫu câu trúc nên dùng:

- I want to find a company with more opportunities;
- I feel this is exactly the type of place I want to work;
- I want to work in an environment when I can utilize more of my skills;
- I want to work in an environment that will help me realize my full potential and a place I can contribute everything I'm capable of doing. My current job doesn't provide these things for me and that's why I want to work here;

Question 9: What did you hear about us?

(Bạn biết gì về công ty chúng tôi)

"What did you hear about us?"

"What do you know about us?"

"What do you think we do at this company?"

Gợi ý format trả lời:

- Khen ngợi chung chung về công ty (I heard a lot of good things about + tên công ty);
- Liệt kê những điểm mạnh, ấn tượng của công ty (nhấn mạnh thành tựu của công ty về chất lượng sản phẩm và môi trường làm việc chuyên nghiệp của công ty);

Mẫu 01

"I heard a lot of good things about ABC Company. I know this company provides financial services to small and medium size corporations. Specifically, ABC Company focuses on creating automation for routine financial transactions. Besides what the company provides, I heard that the office environment is great and the employees are well taken care of."

Mẫu 02

"I heard that ABC Company is the leader in copy machine distribution. ABC Company is a global company in 18 different countries, and finally, it's one of the best companies to work for."

Mẫu 03

"I heard ABC Company has a great work environment and a place where strong contributors are rewarded. I want to work for a company with opportunities and I know ABC Company provides these things."

Mẫu 04

"I read on your website that ABC Company provides accounting services to small and medium size corporations. I also know ABC Company is the leader in tax services in this area. That's why I'm excited to have the opportunity to join this company."
