**Read the following interview**

What's the conversation about?

Lintel is a computer chip manufacturing company that currently has a job opening in its Finance department. John Miller is the first applicant to be interviewed this morning by Lintel’s Finance Manager Mike Gates.

## **Job interview conversation**

**Mike:**Good Morning, John. I am Mike.

**John:**Good Morning.

**Mike:**How are you doing?

**John:**I am doing fine. Thank you.

**Mike:**How was the traffic coming over here?

**John:**I am so glad that the traffic was light this morning. No traffic jam and no accidents.

**Mike:**That is good. John, let’s start the interview. Are you ready?

**John:**Yes, I am.

**Mike:**First of all, let me properly introduce myself. I am the Finance Department Manager. As you know there is an open position in my department, and I need to fill this position as soon as possible.

**John:**Please, tell me a little bit about the position.

**Mike:**It is an entry-level position. The new employee will have to work closely with the

Accounting department. He will also have to deal with the bank on a daily basis.

**John:**What type of qualifications do you require?

**Mike:**I require a four-year college degree in Finance. Some working experience would be helpful.

**John:**What kind of experience are you looking for?

**Mike:**Doing office work is good. However, since this is an entry-level position, I do not require a lot of experience. I am willing to train the new person.

**John:**That is great!

**Mike:**John, tell me a little bit about yourself.

**John:**I was a student at West Coast University, and I just graduated with a Bachelor degree in

Finance. I have been working part-time as a payroll clerk for the last two years.

**Mike:**What are you looking for in a job?

**John:**The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice.

**Mike:**Anything else?

**John:**I also hope that it will help me grow in my field.

**Mike:**What are your strengths? Why should I hire you?

**John:**I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

**Mike:**OK. Now, let me ask you a few quick questions. You do not mind working long hours, do you?

**John:**No, I do not.

**Mike:**Can you handle pressure?

**John:**Yes, I can. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

**Mike:**Do you still have any questions for me?

**John:**No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

**Mike:**John, nice meeting you. Thank you for coming.

**John:**Nice meeting you too. Thank you for seeing me.

**3.2 Contextual Activities**

Now you practice the dialogue with your partner, after that please write down, you can use the following expression. Instructor checks it.

## **Expressions used in the conversation**

I am so glad

Let’s start the interview

First of all:

As soon as possible

Entry-level position

On a daily basis

I am willing to

That is great!

Work part-time

What are you looking for in a job?

Put into practice

Hard-working person

Fast learner

I get along fine with everybody

I do not mind

Work long hours

I can handle the situation

Have an opportunity

Nice meeting you

Reading , writing and Present your curriculum vitae, you can use the following information.

**What information should a CV include?**

|  |  |
| --- | --- |
| |  | | --- | | Photograph |   Personal profile  I have the capability to be a flexible worker, also with a great time management skill. I also prove to be an effective team worker and have a practical work behavior, also I am a fast learner with eager to learn new things that will help me in the development of my career. I am a software developer who can develop software in java, javascript, HTML and SQL.  **Personal details:** Rafael H. Osorio Alzate  **Contact information:** rhosorio1@misena.edu.co  **Education background**  Undergraduate on Analysis and development of information systems.  Servicio Nacional de Aprendizaje  Gastronomy technician  Servicio Nacional de Aprendizaje  Undergraduate Electronical Engineer  Universidad Nacional de Colombia  **Previous related work experience**  Chef at Grupo IGA Andres Carne de Res Express  **Qualifications & skills**  Languages  Spanish, English and learning German  Teamwork, leadership, communication and computer programing.  **Interests and achievements**  Reading, play videogames, movies, former member of judo caldas team, also played rugby for Buhos from Escuela de ingenieria de medellin.  **References**  Maria Antonia Garcia, industrial engineer Works at lafayete.  John Gomez, kitchen leader at Andres carne de res express. |