

Job Interview Useful Structures

1. Introducing yourself

Good morning / afternoon. Thank you very much for giving me the opportunity to attend this interview.

My name is _____ and I hold a qualification in _____.

I have recently completed my studies in _____, specialising in _____.

2. Qualifications and studies

I have a solid background in _____.

During my studies, I developed skills in _____.

My academic training has provided me with a good understanding of _____.

3. Work experience

I have previous experience working as a _____.

In my previous position, I was mainly responsible for _____.

This role allowed me to gain hands-on experience with _____.

4. Using English at work

I would describe my level of English as upper-intermediate.

I regularly used English for _____, such as _____.

I feel confident communicating in English in a professional and technical context.

5. Personality and soft skills

I would describe myself as a _____ and _____ professional.

I am particularly strong at _____.

I work effectively both independently and as part of a team.

I adapt easily to new situations and technologies.

6. Strengths and weaknesses

One of my main strengths is _____, which has helped me to _____.

As for my weaknesses, I am currently working on _____.

I actively try to improve this by _____.

7. Motivation and interest in the job

I am particularly interested in this position because _____.

I would like to work in this field as it allows me to _____.

I believe my skills and experience make me a suitable candidate for this role.

8. Why should we hire you?

I believe I would be a valuable addition to your company because _____.

What sets me apart from other candidates is _____.

I am confident that I can contribute positively to your team by _____.

9. The future

In the medium to long term, I would like to _____.

In ten years' time, I see myself _____.

I am looking for long-term professional development within a company like yours.

10. Closing the interview

Thank you very much for your time and consideration.

Please let me know if you require any further information.

I would be delighted to have the opportunity to work with your company.

Final Tips!

- Use linking words (however, moreover, therefore).
- Justify your answers with brief examples.
- Avoid very short answers.
- Maintain a professional and confident tone.