# Job interview vocabulary pdf

## Introduce yourself

- first name
- a diploma / a qualification
- a Master
- a PhD
- Bachelor’s degree
- basic notions
- date et lieu de naissance
- fluency level
- fluent
- high school diploma
- intermediary
- languages spoken
- last name
- leisure
- married
- Masters of Business Administration (MBA)
- nationality
- native
- personal interests
- professional experience
- proficient
- separated
- single

## USEFUL VOCABULARY

- achievement
- (job) applicant
- a (job) interview
- a bonus
- a company
- a contract
- a customer
- a job
- a middle manager
- a resume
- a secretary
- a student
- a trial period
- ambition
- an ad
- an office
- background
- boss
- business
- busy environment
- certificate
- cover letter
- day off
- deadline
- dismissed
- employee
- employer
- employment
- end of the contract
- fired (informal)
- full time
- full-time job
- hands-on experience
- hired
- hobbies
- holiday pay
- holiday/ rest day
- holidays
- internship / work placement
- job requirement
- motivated
- notice
- opportunity
- organised
- overtime hours
- part time
- pay rise
- pay slip
- personal qualities
- positive
- preference
- previous job
- professional experience
- prospective employer
- qualification
- recruiter
- salary
- salary after deductions and social charges
- salary before deductions and social charges
- seasonal employment
- sector
- skill
- strenghts
- teamwork
- temporary job
- under pressure
- unemployed person
- unemployment
- weakness

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work
work ethic

TALK ABOUT YOUR EXPERIENCE

accomplished
adapted
administered
advised
allocated
analyzed
applied
arranged
assisted
built
carried out
catalogued
classified
collaborated
completed
conceived
conducted
constructed
consulted
controlled
cooperated
coordinated
counseled
created
decided
decreased
delegated
derived
designated
developed
devised
directed
discovered
distributed
documented
discouraged
denounced
directed
devolved
designed
devoted

directed

decided
decreased

deleagated

derived

designated

developed

devised
directed

discovered

distributed

documented

discouraged
denounced

directed

devolved
designed
devoted

handled
identified
implemented
improved
increased
initiated
inspected
installed
interpreted
introduced
invented
investigated
led
located
made
maintained
managed
merged
moderated
motivated
negotiated
obtained
operated
organized
overcame
performed
planned
prepared
presented
presided
processed
programmed
promoted
purchased
raised
recommended
recorded
recruited
redesigned
repaired
replaced
restored
reviewed
revised
screened
selected
serviced
set up
solved
sorted
specified
started
stimulated
strengthened
summarized

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supervised  
supported  
tested  
trained  
transcribed  
transformed  
upgraded  
validated  
verified

**Skills**

accurate  
alive  
adaptable  
adept  
broad-minded, open minded  
competent  
conscientious  
creative  
dependable  
determined  
diplomatic  
discreet  
efficient  
engetic  
engaged  
enterprising  
enthusiastic  
experienced  
expert  
fair  
firm  
genuine  
honest  
initiative  
inventive  
logical  
loyal  
mature  
methodical  
motivated  
multi-skilled / multitasking  
objective  
organizational skills  
outgoing  
personable  
plesant  
positive  
practical  
productive  
punctual  
reliable  
resourceful

**USEFUL VERBS**

to apply for a job  
to be contracted/employed  
to be experienced  
to be fired  
to be hired  
to be interested in  
to be keen to ...  
to be made redundant  
to be unemployed  
to call back  
to carry out  
to collaborate  
to develop  
to direct/ to lead  
to do extra hours  
to earn money  
to facilitate  
to fire/fired  
to get up  
to graduate from ...  
to handle pressure / stress  
to have experience  
to hire  
to implement  
to intend to  
to introduce  
to leave  
to look forward to  
to major in  
to motivate  
to obtain  
to perform  
to recruit  
to resign  
to respond  
to start  
to supervise  
to wear  
to work  
to work full time  
to work part time

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