

# Job interview vocabulary pdf

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## 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  
strengths  
teamwork  
temporary job  
under pressure  
unemployed person  
unemployment  
weakness

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  
encouraged  
engineered  
enlarged  
established  
estimated  
evaluated  
examined  
explored  
facilitated  
finalized  
formulated  
founded  
governed  
guided

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

supervised  
supported  
tested  
trained  
transcribed  
transformed  
upgraded  
validated  
verified

### Skills

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

responsibility  
self-disciplined  
sense of humor  
sensitive  
sincere  
successful  
tactful  
team player  
trustworthy

### 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

