

VOCABULARY AND READING

Read and fill in the gaps with the following words

1. are

2. are

3. bring

4. come

5. discuss

6. enjoy

7. helps

8. implies

9. Listening

10. offer

11. produce

12. respond

13. respond

14. shows

15. sold

16. take

17. use

SPECIFIC WORDS TO USE IN AN INTERVIEW

1. I can, I will

Phrases like "I can contribute..." and "I will _____ my strengths in this way..." show that you _____ positive and confident in the gifts and talents you _____ to a company. The word "will" _____, conviction and ability. It _____ you have thought about the subject and _____ with intention about your talents and contributions.

Example interview question: Why _____ you a good fit for this job?

Example answer: "I am a good fit for this job because I can _____ results. In my last job, I _____ the highest number of customer maintenance plans for three quarters in a row."



2. I look forward to



As soon as you have been granted an interview, you can _____ with something like, "I look forward to the chance to _____ what I can bring to your company." It is positive and hopeful language that shows you have confidence in your abilities. Then, during your interview, you can _____ it to explain aspects of the job you would _____ or explain your

working style.

Example interview question: How do you _____ to new project assignments?

Example answer: "I look forward to the first project planning meeting with a new team _____ to everyone's input and ideas _____ everyone get to know each other and figure out what roles we will _____ on."

Source: <https://www.indeed.com/career-advice/interviewing/powerful-words-to-use-in-an-interview>