

Job interview. During job interviews it is important to tell the other person about your strengths and some of your best personal qualities

<p>I am.....</p> <ul style="list-style-type: none"><input type="checkbox"/> attentive to details<input type="checkbox"/> careful<input type="checkbox"/> dependable or reliable<input type="checkbox"/> energetic<input type="checkbox"/> flexible<input type="checkbox"/> friendly<input type="checkbox"/> a good listener<input type="checkbox"/> good at following instructions<input type="checkbox"/> a team player<input type="checkbox"/> hardworking<input type="checkbox"/> honest<input type="checkbox"/> organized	<ul style="list-style-type: none"><input type="checkbox"/> patient<input type="checkbox"/> persistent<input type="checkbox"/> punctual<input type="checkbox"/> responsible<input type="checkbox"/> sensitive to the feelings of others <p>I</p> <ul style="list-style-type: none"><input type="checkbox"/> like working with people<input type="checkbox"/> ask questions when I don't understand<input type="checkbox"/> like to learn new things<input type="checkbox"/> take initiative<input type="checkbox"/> work well under pressure<input type="checkbox"/> work well independently
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Place the answers in the correct part of the conversation

1. Having worked as a calls agent for almost 2 years helped me to work with people.
2. What is the best option to complete the interview?
3. Nice to meet you
4. Because I have qualities and abilities that the job requires like: being a team player, attentive to details and having worked under pressure before I have no problem with it anymore
5. I can become very self-critic with myself and my work. So, working on it I have learnt how to manage feedback and how to use it on my personal grow.
6. Thank you. This is a copy of my resume and references.
7. Working in teams and independently is very important to me to achieve a common goal. Having had the experience to work with challenging customers has provided me with skill to manage this kind of situations.
8. My name is Alejandro Melini I was born here in Guatemala City. Currently I'm taking my 6th semester in Law school. I consider myself a hardworking and well-organized person.

A: Hi I'm Nancy Holl, I am the hiring manager.

B: _____

A: Please have a seat

B: _____

A: Thank you. I see you have applied for the Customer Service position. Tell me about yourself?

B: _____

A: Can you tell me about your work experience?

B: _____

A: Why would you like to work here?

B: _____

A: What are your strengths?

B: _____

A : What are some of your weakness?

B: _____

Take a couple of minutes,
what possible questions could you use in each section if this were the form to a job interview? *

APPLICATION FORM

Position applied for: full time/part time _____

Personal Information	
First name:	<input type="text"/>
Surname:	<input type="text"/>
Age:	<input type="text"/>
Date of birth:	<input type="text"/>
Sex/Gender:	<input type="text"/> Male (M)/Female (F)
Nationality:	<input type="text"/>
Marital status:	<input type="text"/> married/single
Address:	<input type="text"/>
Phone no:	<input type="text"/>
Email address:	<input type="text"/>
Current employment:	<input type="text"/>
Experience and Skills	
Education:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work experience:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Skills: - basic/intermediate/advanced in English/Computer/ softwares... - good knowledge of.. - qualified in first aid - driving license, -... certificate in - good at ... - non-smoker - good team worker	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Qualities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Signature: _____

Date: _____