Conversation about a job interview

What's the conversation about?

Lintel is a computer chip manufacturing company that currently has a job opening in its Finance department. John Miller is the first applicant to be interviewed this morning by Lintel's Finance Manager Mike Gates.

Job interview conversation

Mike: Good Morning, John. I am Mike.

John: Good Morning.

Mike: How are you doing?

John: I am doing fine. Thank you.

Mike: That is good. John, let's start the interview. Are you ready?

John: Yes, I am.

Mike: First of all, let me properly introduce myself. I am the Finance Department Manager. As you know there is an open position in my department, and I need to fill this position as soon as possible.

John: What type of qualifications do you require?

Mike: I require a four-year college degree in Finance. Some working experience would be helpful.

John: That is great!

Mike: John, tell me a little bit about yourself.

John: I was a student at West Coast University, and I just graduated with a Bachelor degree in

Finance. I have been working part-time as a payroll clerk for the last two years.

Mike: What are you looking for in a job?

John: The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice. I also hope that it will help me grow in my field.

Mike: What are your strengths? Why should I hire you?

John: I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

Mike: OK. Now, let me ask you a few quick questions. You do not mind working long hours, do you?

John: No, I do not.

Mike: Can you handle pressure?

John: Yes, I can. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

Mike: Do you still have any questions for me?

John: No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

Mike: John, nice meeting you. Thank you for coming

John: Nice meeting you too. Thank you for seeing me

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Expressions used in the conversation

I am so glad

Let's start the interview

First of all:

As soon as possible

Entry-level position

On a daily basis

I am willing to

That is great!

Work part-time

What are you looking for in a job?

Put into practice

Hard-working person

Fast learner

I get along fine with everybody

I do not mind

Work long hours

I can handle the situation

Have an opportunity

Nice meeting you

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