



 **Module 3: Expanding your vocabulary.**

**7 powerful words and expressions to use in an interview**

**1 I can, I will**

Phrases like “*I can contribute ...*” and “*I will offer my strengths in this way ...*” show that you are positive and confident in the gifts and talents you bring to a company.

The word “will” implies conviction and ability

● Example:

Interviewer: Why are you a good fit for this job?

Answer: “I am a good fit for this job because **I can** produce results. In my last job, I sold the highest number of customer plans.”

**2 I look forward to**

As soon as you have been accepted an interview, you can respond with something like, “*I look forward to the chance to discuss what I can bring to your company.*”

It is positive and hopeful language that shows you have confidence in your abilities.

● Example:

Interviewer: How do you respond to new project assignments?

Answer: “I look forward to the first project planning meeting with a new team.”

**4 Experience**

When possible, it is good to describe your duties and projects in terms of your job experience during an interview

● Example:

Interviewer: How have your previous jobs prepared you for this one?

Answer: “I have 10 years of experience in sales and marketing, most of it with one company.....”

**3 Opportunity**

“*Opportunity*” is a word that both describes chances you have been given in the past to develop your skills and shows possibility and gratitude

● Example:

Interviewer: What are you looking for in a new position?

Answer: “I see this job as an opportunity to increase my exposure to clients.

**5 Skills**

Pointing out some of your relevant skills can help an interviewer know you better

● Example:

Interviewer: Can you describe some of your soft skills?

Answer: “I think the most valuable skill I have is time-management.”