

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

I am..... ☐ attentive to details ☐ careful ☐ dependable or reliable ☐ energetic ☐ flexible ☐ friendly ☐ a good listener ☐ good at following instructions ☐ a team player ☐ hardworking ☐ honest ☐ organized	☐ patient ☐ persistent ☐ punctual ☐ responsible ☐ sensitive to the feelings of others I ☐ like working with people ☐ ask questions when I don't understand ☐ like to learn new things ☐ take initiative ☐ work well under pressure ☐ 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:	
Surname:	
Age:	
Date of birth:	
Sex/Gender:	Male (M)/Female (F)
Nationality:	
Marital status:	married/single
Address:	
Phone no:	
Email address:	
Current employment:	
Experience and Skills	
Education:	
Work experience:	
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	
Qualities	

Signature: _____

Date: _____