

## Job Interview



**Interviewer :** *Hello, my name is Alex Monroe. I am the office manager here.*

Applicant: Good morning. My name is Chris Evans.

**Interviewer:** *Nice to meet you.*

Applicant: Nice to meet you, too.

**Interviewer:** *Please sit down*

Applicant: Thank you.

**Interviewer:** *Do you have any experience for this job?*

Applicant: Yes, I was an office assistant in my country for 3 years.

**Interviewer:** *What skills do you have?*

Applicant: I can use a computer. I can type well. I can organize documents.

**Interviewer:** *Tell me why you are a good employee.*

Applicant: I am punctual. I am hard-working. I can work in a team. I can learn fast.

**Interviewer:** *What days and times can you work?*

Applicant: I can work weekdays from 8:00 to 6:00.

**Interviewer:** *When can you begin?*

Applicant: I can begin June 1.

**Interviewer:** *Great. I will call you about the job soon. Thank you for coming.*

Applicant: Thank you. I hope you will hire me. I really want this job.

**Answer the questions:**

1. Alex and Chris meet at a \_\_\_\_\_.
2. Chris Evans is the \_\_\_\_\_.
3. Chris is applying for a job in a \_\_\_\_\_.
4. Chris has \_\_\_\_\_ in an office.
5. Chris can \_\_\_\_\_ well.
6. Chris is \_\_\_\_\_ and \_\_\_\_\_.
7. Chris \_\_\_\_\_ work on the weekends.
8. Chris can begin \_\_\_\_\_.
9. Alex \_\_\_\_\_ the job.
10. Chris hopes that Alex \_\_\_\_\_.