

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 _____.