

Interview Practice: Complete with Simple Past or Present Perfect

Instructions: Complete the conversation using the correct form of the verb in parentheses: **Simple Past** or **Present Perfect**.

Interviewer: Good morning! Thank you for coming today. Tell me, what jobs _____ you _____ (have) before?

Candidate: I _____ (work) as a receptionist at a hotel for two years.

Interviewer: Interesting. And how long _____ (be) you in that position?

Candidate: I _____ (be) there from 2021 to 2023.

Interviewer: Great. _____ you ever _____ (use) a digital reservation system?

Candidate: Yes, I _____ (use) one many times.

Interviewer: What kind of tasks _____ you _____ (do) daily in your last job?

Candidate: I _____ (answer) phone calls, _____ (make) reservations, and _____ (help) guests with their questions.

Interviewer: Excellent. And tell me, _____ you ever _____ (work) in a team environment?

Candidate: Yes, I _____ (have) the chance to work with a great team at the hotel.

Interviewer: Very good. Finally, why _____ you _____ (leave) your previous job?

Candidate: I _____ (leave) because I moved to another city.