

# Job Interviews

## What is a Job Interview?

A job interview is a meeting where an employer asks you questions to learn more about you and your skills. It helps them decide if you are right for the job.

### ✔ Do's in an Interview

- ✔ Dress smartly
- ✔ Arrive on time
- ✔ Bring your CV or documents
- ✔ Make eye contact
- ✔ Smile and be polite
- ✔ Speak clearly
- ✔ Listen carefully
- ✔ Say “thank you” at the end

### ✘ Don'ts in an Interview

- ✘ Don't use your phone
- ✘ Don't be late
- ✘ Don't lie
- ✘ Don't speak too quietly
- ✘ Don't wear casual clothes
- ✘ Don't forget to say goodbye

## Common Interview Questions

1. Tell me about yourself.
2. Why do you want this job?
3. What days can you work?
4. What are your strengths?
5. Do you have experience?

## Useful Sentences

- “I am friendly and hardworking.”
- “I can work full-time or part-time.”
- “I have experience in customer service.”
- “I am happy to learn new skills.”
- “I am a team player.”

## Key Words

<b>Word</b>	<b>Meaning</b>
Interview	A meeting to talk about a job
Experience	What you have done before
Skills	Things you can do well
Punctual	On time
Uniform	Special clothes for work
Employer	The person giving the job