

TOP JOB INTERVIEW PHRASES



SMALL TALK

- I'm so excited to meet with you today!
- Isn't it a beautiful day?
- Isn't this great weather we're having?
- How are you today?
- It's lovely to meet you!
- Isn't this crazy weather we're having?

RESPONSE STARTERS

- That's a great question!
- That's an important question because...
- Good question. I firmly believe that...
- Absolutely, I'd love to expand on that...

STATEMENTS ABOUT ME

TELL ME ABOUT YOUR PAST EXPERIENCE/SKILLS.

- I was responsible for...
- In my previous role I...
- My most recent experience has been...

TELL ME ABOUT A TIME YOU DEALT WITH A DIFFICULT SITUATIONS/CLIENTS/CUSTOMERS

- An example of how I had solved a similar problem in the past is...
- Customer satisfaction is critically important, which is why in the past, when dealing with a difficult...
- I recognise the value of teamwork as shown in my(example)

WHAT ARE 3 WORDS TO DESCRIBE YOURSELF/HOW WOULD OTHERS DESCRIBE YOU

- I have a successful track record of team collaboration ...
- My previous colleagues, would tell you that...
- In fact, I was nominated for...
- I know when it is important to be keenly focused on what I am doing.
- I stay focused and on track when I am working on a project. For example...



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- I am very organized with strong coordination skills as demonstrated by...
- I pride myself on my customer service and interpersonal skills which have helped me to solve many difficult problems.
- I'm highly adaptable and flexible which helps me to perform well and quickly in unpredictable situations
- I'm known for my positive attitude at work. (provide example to back up this statement)

STATEMENTS ABOUT THE NEW COMPANY/THE FUTURE

WHY YOU WANT THIS POSITION, WHY DO YOU WANT TO WORK FOR THIS COMPANY, WHERE DO YOU SEE YOURSELF IN 5 YEARS?

- I'm looking for a bigger challenge to grow....
- I'm eager to use my skills and grow....
- I am interested in a new challenge and an opportunity to expand my skills in the areas of ...
- I think what your company is working on is cutting edge and something that I really want to be a part of.
- I was very impressed by the background of your founders/company...
- I am impressed by the quality products/services your company provides.
- From what I have heard, it sounds like team spirit runs high here. That is the atmosphere where I thrive best.

WHY YOU'RE RIGHT FOR THIS JOB

- This position appears to be an excellent match for my experience and skills since...
- I AM CONFIDENT THAT I could bring added value in...
- My experience, qualifications and positive attitude make me a great all-round candidate for this position
- When I compared your requirements with my qualifications, I found that they were an excellent match
- I think I can be a great asset for the company given that...
- I think there is an excellent fit between the company's vision and what I can offer since...

QUESTIONS FOR THE EMPLOYER

- I'd like to know more about the responsibilities and the challenges of the job. Can you tell me a little more?
- What skills do you value the most for someone in this role?
- Can you tell me more about the goals of the program/projects in this role?
- I'm interested in understanding the next step in the process and when you will be making a decision, so that I can follow-up

CLOSING

- Thank you so much for your consideration
- It's been such a pleasure to meet you
- Wonderful! I will be following up with you (date/time)

ALWAYS FOLLOW UP!

- Don't' forget! By following up well, you can nearly double your chance of getting the job!

