

INTERVIEWS

Useful Vocabulary

By @Hablemosinenglish

START



HABLEMOS
IN
ENGLISH

USEFUL VOCABULARY

Para tu entrevista de trabajo

1 POSITIONS

Manager: Gerente / Encargado

Employer: Empleador

Executive: Ejecutivo

Supervisor: Supervisor

Employee: Empleado

Temporary worker/employee: Empleado temporal/Trabajador

Trainee: Becario

2 PROFESSIONAL DATA

Education and training: Estudios y formación

Professional experience: Experiencia profesional

Additional information: Información adicional

3 REFERENCES

A job: un trabajo

Work experience: Experiencia de trabajo

To be responsible for..., in charge of...: Responsable/a cargo de

Temporary work: Trabajo temporal

To work part-time: Trabajar a tiempo parcial

To work full-time: Trabajar a tiempo completo

Summer job: Trabajo de verano

Training session: Sesiones de formación

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4 TO APPLY FOR A JOB

Recruitment interview: Entrevista de reclutamiento

To fit the job: Ser adecuado para el trabajo

An application: una solicitud

To be experienced in: tener experiencia

My expectations: mis expectativas

5 SALARY - WAGES

Salary: Salario

Well-paid: Bien pagado

Badly-paid: Mal pagado

Underpaid: Con un sueldo bajo

6 PROFESSIONAL ATTITUDE

Motivated (strongly...): Estar (muy) motivado

To show initiative: Tener iniciativa

A keen interest in: Tener mucho interés en...

To be willing to travel: Estar dispuesto a viajar

To be reliable: Ser confiable

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ADJECTIVES & SYNONYMS

Profesional: Professional, specialized, meticulous, disciplined, responsible, reliable, efficient, diligent.

Fuerte o bueno: Strong, adept, sound, effective, successful, accomplished, well developed, above average, confident.

Excelente o muy bueno: Exceptional, outstanding, high capacity, superior.

Innovador: Innovative, inventive, original, resourceful, imaginative, creative, diverse.

Estratégico: Strategic, proactive, incisive, astute.

Flexible: Flexible, adaptable, open, accommodating.

Competitivo: Competitive, ambitious, tenacious, market or results driven, determined.

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COMMUNICATION SKILLS

Good English skills: both written and oral.

Mediate: “I’m very good at mediating amongst my workmates”.

Motivate: “I can motivate the people working with me”.

Negotiate: “I am able to negotiate to get the best possible offer”.

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MANAGEMENT SKILLS

Assign: “I usually assign tasks according to the skills I detect on my work team”.

Coordinate: “I am able to coordinate large groups of people”.

Execute: “I can execute direct orders”

Review: “I constantly review our plans to make sure we’re going in the right direction”.

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RESEARCH SKILLS

Define: “I define research questions easily”.

Detect: “We detect changes in trends annually”

Evaluate: “I evaluate effectivity in new solutions”

Extract: “I can extract knowledge from old reports”.

Investigate: “I would love to investigate further the reasons for this shift”.

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TECHNICAL SKILLS

Assemble: “I’ve been working on the assembly line for years now”

Build: “I’m a builder”.

Fabricate: “We used to fabricate pieces like this one.”

Operate: “I operate diverse heavy duty equipment”.

Remodel: “I remodel spaces”

Repair: “I also repair printers like this one”.

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12 CREATIVE SKILLS

Integrate: “I can integrate different elements into a single idea”.

Invent: “I invented that format”.

Perform: “I can perform under stress”.

Revitalize: “We could revitalize the image of your shop”.

13 SALES SKILLS

Convert: “I can convert low revenue accounts into high ones”

Close: “I’m good at closing sales in the general market”.

Persuade: “I persuaded them that we were the best possible option”.

Highlight: “I highlighted the importance of our company”

Satisfy: “We satisfied their expectations in terms of service”.

14 FINANCIAL SKILLS

Allocate: “I have experience in allocating resources to different accounts”.

Analyze: “I analyze the bills of my firm”.

Appraise: “I appraise market value”.

Budget: “I do the budgeting every quarter”

Control: “I control expenses”.

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