

SOME PHRASES FOR A JOB INTERVIEW

I wish to apply for the advertised post.

Having completed my training as a/an... I'm now looking for a post in...

As you will see from my résumé...

I am currently attending school where I'm doing a course in Business Administration.

I am computer-literate.

I speak fluent English and have a basic knowledge of French.

After my vocational training I worked for a local export firm for four years.

During my studies I did two internships abroad.

I hope to/I am confident that I will be able to use/apply my skills/experience in ... in the advertised post.

During my training I have taken a great interest in working together with...

I wish to work abroad and make use of my knowledge of languages.

I feel that I meet requirements set out in your advertisement.

I acquired a sound grounding in word processing during my years at commercial college.

I graduated from commercial college with excellent grades in English and data processing.

In the past three years I have been working as a counter clerk.

My special field is payroll accounting.

I am well acquainted with duties of an executive secretary.

I am seeking a change because I want to extend my knowledge of marketing.

My present employer, Herr Robert Maier, is informed of my application and will be willing to act as a reference.

For information about my command of English I would refer you to Magister Barbara Schreitter.