

Job_interview dialogues

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I. Are You Hiring Now?

A: Hi, my name is Nancy. And **I was wondering if you are hiring at this time.**

B: As a matter of fact, we have an opening for a receptionist.

A: Can you tell me a little bit about the position?

B: You'd be responsible for answering the phones, taking messages and greeting guests.

A: I am very interested in the job. And **I'd like to set up an interview time** as soon as possible.

B: Send us your resume and references. We'll get back with you.

II. I am calling about your ad in the paper.

**I am calling in reference to your newspaper ad for _____
(position).**

**I am calling to see if the _____ position advertised in Sunday's
paper has been filled.**

III. I am calling to confirm that you received my resume.

I am calling to see if you have received my resume yet.

IV. I'd like to set up an interview with you sometime this week.

I'd like to set up an interview time.

V. First Impression

A: **It's nice to meet you, Ms. Lin.**

B: It's nice to meet you, too.

A: Did you have any trouble finding us?

B: No, **you gave very good directions.**

VI. It Was My Pleasure.

(1)

A: Well, we really appreciate you coming in.

B: **It was my pleasure.**

A: We hope to make a decision by the end of the week.

B: Great, **I look forward to hearing from you.**

(2)

A: Thank you for taking time to interview me.

B: You're welcome.

A: **When should I contact you regarding your decision?**

B: I'll call you next week.

IV. Follow Up

(1)

A: Hi, may I speak to Tom Smith, please?

B: This is Tom.

A: Mr. Smith, this is Mary Chang.

I had an interview with you a few days ago.

B: Yes, Mary.

A: **I am calling to see if you've made a decision yet concerning the secretary position.**

B: We haven't made any decisions yet. Although we do have a couple we are looking at very carefully.

A: I see. Well, I am very interested in the position. And **I hope you will call if there's any additional information you need.**

B: I certainly will. Thanks for calling.

(2)

A: Hello, may I speak to Mary Young?

B: Speaking.

A: Hi, Ms. Young, this is John Lin.

B: Hello, John. How can I help you?

A: I was just calling to follow up on the status of the secretary position.

B: As a matter of fact, we just offered the job to someone.

A: I see.

B: We considered you very carefully. But the other candidate had more of the qualifications we were looking for.

A: **Well, thank you anyway. And please keep my resume on file in case something comes up.**

B: I certainly will. It was a difficult decision.

A: I'm sure it was. Thank you.

B: Best of luck in your job search.

