

# FRASES ÚTILES QUE NECESITARÁS EN TU ENTREVISTA EN INGLÉS

## Qué decir al principio de la entrevista

Hello! Pleased/Nice/Glad to meet you  
How are you today?  
Thank you for taking the time to meet with me today

## Preguntas típicas que te pueden hacer

Tell me about yourself  
Why are you interested in this role?  
Why should we hire you?  
What are your strengths and weaknesses?  
Do you have any questions for me?

## Presentarte

I graduated from ... in ...  
I studied at ...  
I have a degree / master / doctorate in ...  
I did a course on ...  
I have worked in ... for ... years  
I worked for ... as a / an ...  
I have ... years' experience in / as ...  
I did a ... course in ... and this helped me to...  
I have spent ... years as a ... (profesión) with ... (empresa) in administrative support roles.  
My experience includes ...

## Describir tu personalidad

I'm a passionate and resourceful leader with ... years experience in ...  
I would describe myself as a focused and goal-driven person.  
I'm a fast-learner, reliable and capable of working under pressure.  
I'm a hard-working and focused person who isn't afraid to face a challenge.  
I like to think that I'm a very flexible and proactive person.  
I'm very detail-oriented and enthusiastic.  
Always ready for new challenges!  
I'm good at multitasking. I can handle multiple responsibilities at the same time.

## Otras palabras para describir tu personalidad

Versatile  
Energetic  
Thorough  
Skillful  
Strong willed  
Assertive  
Transparent  
Reasonable  
Innovative

## ¿Por qué estás interesado en el puesto?

I find this opportunity really exciting as I will be able to learn ...  
I'm looking for new growth / learning opportunities  
I believe I have the experience and knowledge to succeed in this role

## ¿Por qué deberíamos contratarte?

I'm confident I possess all the skills and experience that you're looking for...  
I believe that my experience in ... makes me the best match for this position.

## ¿Cuáles son tus puntos fuertes y débiles?

My greatest strength is ...  
My strongest asset ...  
I feel that sometimes I have ... or I am ... but I'm working on it.

## Vocabulario para hablar de puntos fuertes y débiles:

Leadership  
Creativity  
Problem solving skills  
Ability to work under pressure  
Trouble with time-management  
Integrity  
Lack of organization  
Fear of public speaking

## ¿Tienes alguna pregunta?

I would like to know ...  
What is a typical day like?  
What are the challenges of this position?  
What is the next step in the interview process?  
Do you contact all candidates to inform them of your decision or only successful candidates?

## Pedir que nos repitan la pregunta

I'm sorry, could you please repeat that?  
Could you please say that again, please?  
Would you mind repeating the question?

## Agradecer al entrevistador por su tiempo

Thank you so much for meeting with me today. It was a pleasure to learn more about the position and the company.  
Thank you for taking the time to meet me and talk about the position.  
Thank you for interviewing me for the ... position.  
It was a pleasure to meet you and the team. Thank you for organizing the interview.  
Thank you for the opportunity to meet with you and learn more about the position.  
Thank you for giving me the opportunity to be interviewed for the role.

