

To help you prepare we've put together some handy phrases covering what you'll typically discuss at a job interview: your personality, strengths, experience and why you want the job, of course.

## Describing your personality

As they sit down with candidates, the interviewer (your potential boss) is looking to find out if the interviewee (you) will or won't fit in well with their existing team. So now's the time to show them who you are and why you're a great person to work with. Here are some adjectives to use:

- Easy-going: a relaxed person who is easy to get along with
- Hard-working: someone who works well and isn't lazy
- Committed: a person who is loyal to a project or person
- Trustworthy: someone who you can rely on
- Honest: someone who tells the truth
- Focused: someone who is not easily distracted
- Methodical: a person who pays attention to details and works in a logical way
- Proactive: someone who takes steps to complete tasks without supervision

**You can say:** *I'm (easy-going), or I'm a/an easy-going person/employee/worker.*

If you'd like to add punch, use an intensifier like *very, extremely, really*. ("I'm very trustworthy," "I'm an extremely focused employee.")