

~Discover yourself~

Table of contents

~WILL~

<i>How will the class go?</i>	<i>p.2</i>
<i>Introduction</i>	<i>p.3</i>
<i>Will 1</i>	<i>p.5</i>
<i>Will 2</i>	<i>p.11</i>
<i>Will 3</i>	<i>p.17</i>

~CAN~

<i>How will the class go?</i>	<i>p.22</i>
<i>Introduction</i>	<i>p.23</i>
<i>CAN 1</i>	<i>p.25</i>
<i>CAN 2</i>	<i>p.31</i>
<i>CAN 3</i>	<i>p.37</i>

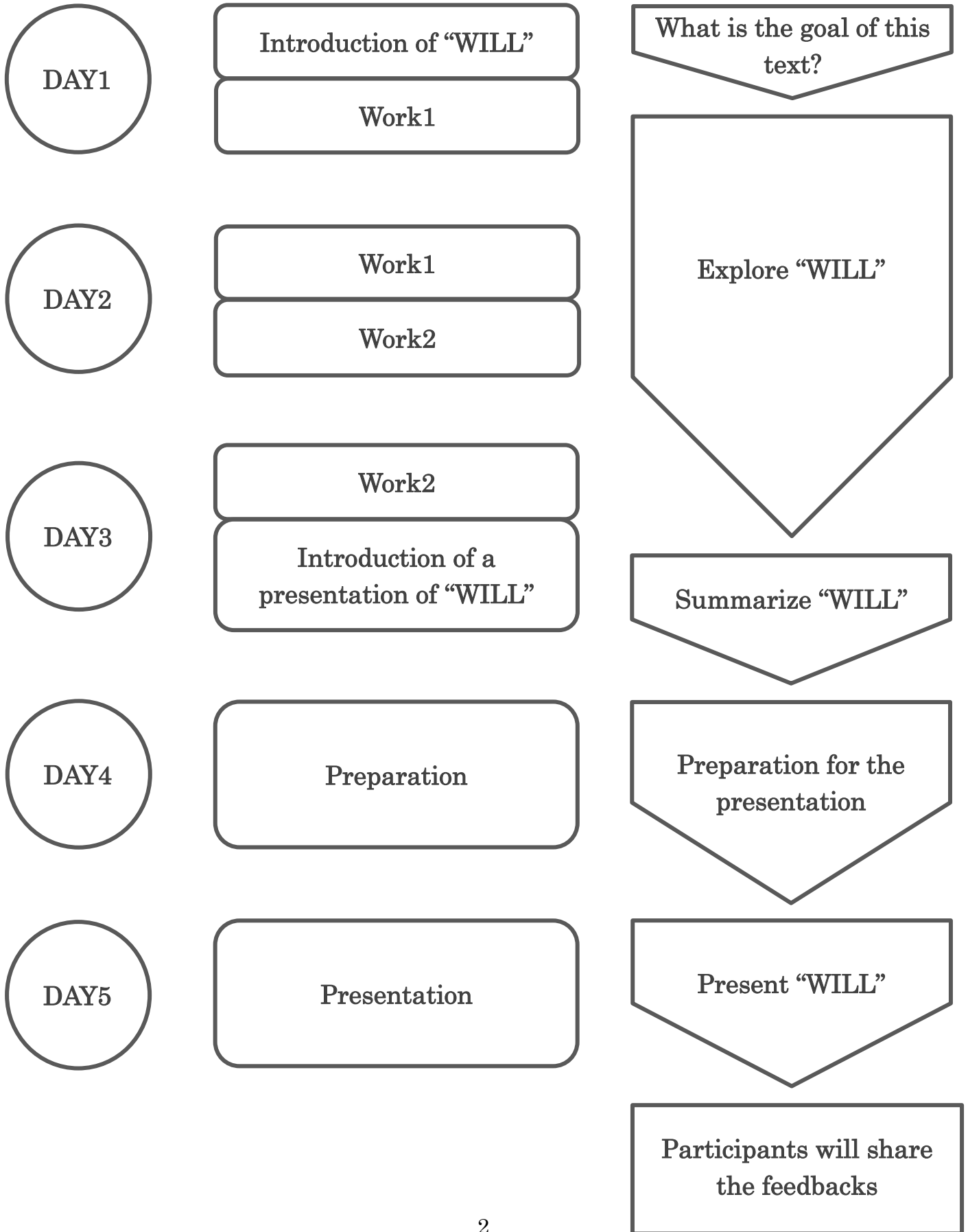
~Resume~

<i>Table of contents</i>	<i>p.42</i>
<i>Introduction</i>	<i>p.43</i>
<i>Prepare your resume</i>	<i>p.46</i>
<i>Polish your resume</i>	<i>p.66</i>

~Job Interview~

<i>Table of contents</i>	<i>p.68</i>
<i>Introduction</i>	<i>p.69</i>
<i>Prepare your answers Q1~Q10</i>	<i>p.71</i>
<i>Prepare your answers Q11~Q50</i>	<i>p.81</i>
<i>Polish your answers</i>	<i>p.121</i>

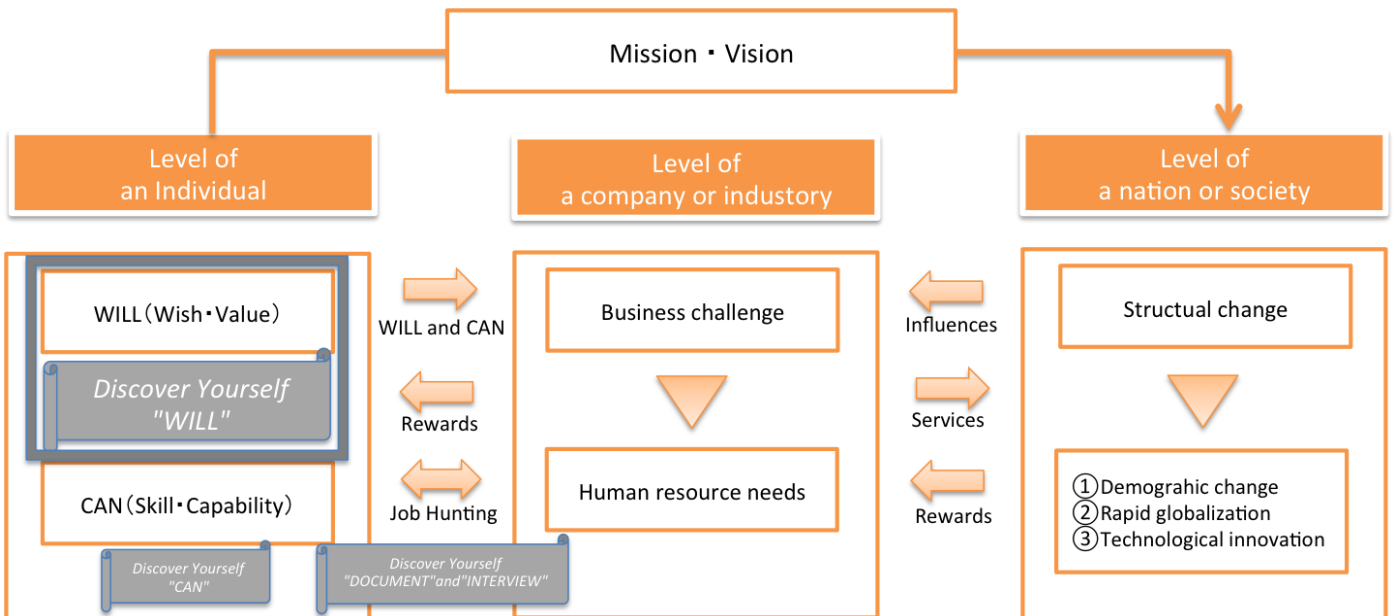
Discover yourself
WILL
How will the class go?



Discover yourself WILL Introduction

What is the goal of this class, “WILL”?

→The goal of this class is to discover or reconfirm your “WILL” with your teacher.



What is “WILL”?

“WILL” is not all about skills or experience you have. “WILL” is the value you have, mantra you possess or determination to achieve something that you have almost always unconsciously gained in your past experience.

Why is “WILL” so important?

This is because “WILL” will make us feel fulfilled, motivated, absorbed in our daily lives. Why? This is because “WILL” is not given by others’ ways of thinking nor created by a pursuit of money or reputation, but created by your true desire.

How can we find our “WILL”?

We can find our “WILL” by winding our clock to the past. Your teacher is going to ask several questions to you that would surely be of great help for you to discover or reconfirm your “WILL”.

Let’s open the next page and go on a journey to discover your “WILL”...!!

Beyond the Border

“I could make a start to work abroad as you encouraged me to do so and gave me the chance.” This is the comment from one of my friends to me when I attended the farewell party for celebrating her to go back to Japan. When I heard this comment, I was about to bring tears into my eyes because I felt really happy to have kept doing my business here.

She is one of my students who graduated from the ESL school I established here in Cebu three and a half years ago. After graduating from our school, she had worked for the company as a member of the health-care team in Cebu taking advantage of her previous carrier as a nurse in Japan. And this time, she got employed by one related company that she had worked for because she got a great evaluation from previous company. Now she is working there in Japan.

I have a philosophy that I have really cherished in my mind. I crystalized it as one phrase. That is “Beyond the Border”. To be specific, I have worked according to my following mission. It is encouraging the people who want to challenge new things such as “travelling around the world,” “working holiday,” “working abroad” and “founding new company” as well as making “contents” and “community” that are necessary for them.

I maintain that working abroad can be one of the greatest carrier choices for our students. And so, I visited over 30 job search companies all over the Southeast Asia and got information about employment situation of Japanese people and disclosed the information on my web page. I also have held a seminar about working abroad many times and given advices to many students about their carriers.

I have loved traveling and cycling to remote places since I was a child. When I was a high school student, I travelled around America for 3 weeks and when I was 31 years old, I traveled around the world with my wife for about one year. From those experiences, I got a lesson that we can grow ourselves up when we cross the border (“Beyond the Border”) and we can broaden the possibility we have. I have always followed this lesson, expanded myself and helped people expanding their borders in themselves.

In my opinion, more and more Japanese companies and individuals are going to expand foreign markets, especially Asian markets in order to get good opportunities because Japanese economy will be shrinking quickly. I felt that when I was a business turnaround consultant in Japan. Now, I would like to work for the job search company in Asian country to help people work abroad because I also challenge abroad and support people who have the same hopes apart from the field of shrinking Japan. I believe that I can contribute to this world by way of taking advantage of my carrier.

Discover yourself

WILL

1

Q. Tell your teacher about your memories when you were in a kindergarten, elementary and junior high school.

Purpose

• To explore your “WILL” by looking back your past experiences throughout several questions.

Questions

1) What is the most unforgettable event from a kindergarten up to your junior high school?
And how did you feel about it?

Useful expression

• **How could I forget...**

Meaning : always remember something because it hugely impacted you

e.g. How could I forget the day I first fell in love with a woman in my life.

• **If my memory serves me well...**

Meaning : if I remember correctly

e.g. If my memory serves me well, we were playing outside and it suddenly started to snow on that day.

Sample Answer

It was when I was 8 years old, if my memory serves me well. I happened to watch a basketball game on TV and I was completely fascinated by it, especially the English that the players spoke in their interviews after the game. How could I forget that event which hugely influenced my life?

Vocabulary

kindergarten / fascinate

2) *What is the thoughts you got from that event, and why?*

Useful expression

• ***That makes me think...***

Meaning : you have a thought because of something

e.g. That made me think that I was a kind of person who hates conflicts in the classroom.

• ***This is primarily [simply, partly] because...***

Meaning : mainly because of something

e.g. This is primarily because I hit a homerun that brought us to win the game.

Sample Answer

That experience made me think that I wanted to be able to speak English like them. This is simply because they were so cool for me. Nobody in my classroom showed any interest to it, but it certainly got me hooked.

Vocabulary

conflict / get hooked

3) *What are certain actions you have been taking from that time to the present, whether it's consciously or unconsciously?*

Useful expression

• ***make a habit of...***

Meaning : to begin to do something regularly, often without thinking about it

e.g. I made a habit of keeping distance from the friends in my classroom, and instead, getting along with those who were living out of the town.

• ***fall over yourself***

Meaning : to be very eager to do something

e.g. After being humiliated by my coach, I was falling over myself to be the best player in our team.

Sample Answer

Since then, I make a habit of exposing myself to English in a variety of ways. Remarkably, that not only helps me enhance my English skills, but also makes me come alive. The more I fall over myself to do it, the more I feel like doing it.

Vocabulary

consciously / unconsciously / humiliate

4) *What is the things, such as certain values or determinations you own, that you acquired from the continuous actions?*

Useful expression

• ***Nothing is more important than...***

Meaning : the most important thing is

e.g. Nothing is more important than spending the time with my family.

• ***That enables me to...***

Meaning : to make you able to do something

e.g. That enabled me to study much harder than before to pass the exam.

Sample Answer

The continuous action enables me to have a dream to support those who aspire to improve their English skills the same as I did. It is safe to say that nothing is more important in my life than working for them. All I need to do, to make the dream come true, is having the courage to pursue it.

Vocabulary

determination

Additional questions

5) *What is the encounter with the people that helped you change the course of your life?*

Useful expression

• *I can't emphasize enough how...*

Meaning : something is very important

e.g. I can't emphasize enough how grateful I am for his support when I was in trouble.

• *I owe a lot to...*

Meaning : to be grateful to someone or something because of what the person or thing provided

e.g. I owe a lot to Tom, my teacher, as he helped me to realize the importance of diligent studying.

6) *What makes you happy and unhappy?*

Useful expression

• *tickled pink*

Meaning : very pleased

e.g. I was tickled pink when my year-long efforts bore fruit and I got the job I wanted.

• *I would never want to...*

Meaning : absolutely not want to do

e.g. I'd never want to run a marathon. It creeps me out just thinking of it!

Vocabulary

diligent / creep

Summary

What do you think is your "WILL" based on your answers to the above questions? Compose your "WILL" with the reason why you come to think so?

Discover yourself

WILL

2

Q. Tell your teacher about your memories after you graduated from a junior high school up to the present.

Purpose

• To explore your “WILL” by looking back your past experiences throughout several questions.

Questions

1) What is the most unforgettable event in your high school up to the present? And how did you feel about it?

Useful expression

• **out of the blue...**

Meaning : If something happens out of the blue, it is completely unexpected

e.g. One day, out of the blue, my previous company announced that it was going bankrupt.

• **be blown away...**

Meaning : to surprise or please someone very much

e.g. I was blown away when I knew that I failed that exam since I was totally confident in it.

Sample Answer

When I went to New Zealand to study English, their English blew me away. The language was spoken so fast that I couldn't catch up with it at all. I lost my confidence. And in my last day of the school, the teacher asked me to give my graduation speech out of the blue. However, I couldn't say anything in the presence of my classmates. I was ashamed of myself for not having the courage to do it.

Vocabulary

bankrupt / in the presence

2) *What is the thought you got from that event, and why?*

Useful expression

• ***immerse oneself in...***

Meaning : to become completely involved in something

e.g. I immersed myself in the club activity as it was the only thing that grabbed my attention.

• ***get me into thinking...***

Meaning : you think of something because of a certain event

e.g. It got me into thinking why I'm working in this company in the first place.

Sample Answer

That experience got me into thinking. "Are you going to repeat the same thing and feel humiliated again? Absolutely not. No matter what I immersed myself in, I'd never want to commit the same mistake again."

Vocabulary

3) *What are certain actions you have been taking from that time to the present, whether it's consciously or unconsciously?*

Useful expression

• ***stick it out***

Meaning : to continue to the end of a difficult or unpleasant situation

e.g. Whether it was an academic or an extracurricular activity, I stuck it out. As a result, I can work as a government official that I have been dreaming about for a long time.

• ***challenge oneself***

Meaning : to present tasks to someone that need great mental or physical effort in order to be done successfully

e.g. In my previous company, my task was easy enough to crank me out, but I always challenged myself.

Sample Answer

I made it a rule to put myself in a difficult situation and stick it out even when it got much tougher. This includes having a good record on my study that I used to easily give up and challenging myself for a demanding job which others are unwilling to handle.

Vocabulary

extracurricular

4) *What is the things, such as a value or determination you own, that you acquired from the continuous actions?*

Useful expression

• *it didn't take long before...*

Meaning : to show that it took a short period of time for someone or something to do or happen

e.g. It didn't take long before I realized that working as a teacher makes me fulfilled.

• *in return for...*

Meaning : as an exchange for something

e.g. In my previous company, I was unwilling to be transferred from one place to another across the board, in return for the experience, uncertainty for my life becomes one of the things I can't live without.

Sample Answer

In return for the dedication to my study and job, my life has been changing for the better. And it didn't take long time before knowing that I'm always in pursuit of the challenges that makes me energized.

Vocabulary

energize

Additional Questions

5) *What motivates you to work abroad?*

Useful expression

- **broaden one's perspective**

Meaning : to wide a particular way of viewing things that depends on one's experience and personality

e.g. The life in the Philippines immensely helped me broaden my perspective, if you ask me.

- **make a big difference**

Meaning : to improve a situation or condition in an important way

e.g. Before coming here, my life was devastating. However, what I encountered in the United States made a big difference to it.

6) *Can you tell me a thing you would regret when you die?*

Useful expression

- **on the verge of...**

Meaning : you are very close to experiencing it

e.g. If I'm on the verge of death, I would convey my gratitude to my family.

- **No doubt...**

Meaning : certainly

e.g. No doubt I would ask her out on a date if today is the last day of my life.

Vocabulary

immensely / devastate / convey

Summary

What do you think is your "WILL" based on your answers to the above questions? Compose your "WILL" with the reason why you come to think so?

Discover yourself

WILL

3

What is your “WILL”?

Purpose

- *To build up your “WILL” by making a summary of it in the form of one paper, followed by presenting it to your fellows.*

Tips to be advised

- *Upon this challenge, you can make full use of the answers you unfolded in last classes.*

• *Build up your summary with,*

1) *Introduction (what your “WILL” is like)*

2) *The past experience or feeling that helped you to form your “WILL” (Reason)*

3) *How did or do you apply your “WILL” to your life? (Past and Present)*

4) *How will you apply your “WILL” to your future? (Future)*

5) *Closing (what your “WILL” is like)*

Useful expression

- **in spite of something**

Meaning : even though there is something unpleasant or bad happening

e.g. In spite of his injury, Ricardo will play in Saturday's game.

- **boil down to...**

Meaning : If a situation or problem boils down to something, that is the main reason for it

e.g. The problem boils down to one thing - lack of confidence.

- **come to realize...**

Meaning : gradually understand a situation

e.g. What I came to realize was I no longer felt comfortable with the relationship with her.

- **will actively be involved in...**

Meaning : to positively take part in an activity or event

e.g. I will actively be involved in the field of marketing by redoubling my efforts.

- **put...into practice**

Meaning : to make something an actual procedure or action

e.g. My coach persistently advises me that I have to put what I learn from him into practice in the game.

- **be proficient in...**

Meaning : skilled and experienced

e.g. Due to the nine years experience as a receptionist in the hotel, I am proficient in handling the complaints from the clients.

- **be terrible at...**

Meaning : very bad at doing something

e.g. I was terrible at name. As I worked as a sales representative, though, I got good at it.

- **as much / quickly / soon as possible**

Meaning : as much, quickly, soon, etc. as something can happen or be done

e.g. After I failed the exam, I tried to take as much time to prepare for it as possible.

Vocabulary

redouble / persistent

“Bringing out the best in people.” Nothing could fully represent my “WILL” than the expression. Because I believe every single one of us has “the best” in us. Some might be proficient in playing the piano, while they are terrible at knitting. Others could be absorbed in coding though they are poor in negotiating with their clients. We have some areas in which we can feel fulfilled. And you? I have been, and of course, will actively be involved in this world by “bringing out the best in people”, my “WILL.”

Let’s wind our clock to the past to see how my “WILL” has been fostered. I was brought up in a family where family members frequently quarreled with each other. I felt so uncomfortable in that situation. Hence, with the purpose of building bridges, despite the fact that I was just 5 years old, a youngest member in my family, I listened to them and tried to understand them. You could call me “a Peacemaker who showed up to put an end to a family war with an ice cream in my hand.”

Then, something really surprising came out of this. I found myself applying this UNWANTED habit, building bridges, into classroom in my elementary school. I paid closer attention to all of my classmates in order for any conflicts not to be arisen. What I came to realize was the more attention I paid to them, the more I realized everyone has his or her unique story. Let’s say, one student was a bookworm and mainly because of that unsociable hobby, he was not able to join a certain group. However, all the time I talked with him about the book, he got energized as if a life was breathed into him. “I want to witness, or even create this sort of moments in my life as much as possible.” Almost inevitably, this became an intangible but undeniable goal of my life, in other words, “WILL.”

Wherever I am, intentionally or unintentionally, I have put my “WILL” into action. To give one example, one of my best friends repeatedly tells me that he is always encouraged by being with me. When he was discouraged in his job-hunting, I listened to him and delivered some words that helped him to start over again. What enabled me to do that is my belief that he has his unique talent that someone is looking for and my cause to bring it out, in other words, my “WILL.” Perhaps, it is a trivial thing in our world and not special skill set I can show off. But I want to continue to do that in my life. Because it is my “WILL” that nobody could deny.

I aspire to put it into practice as a job. How? I will support those who are seeking the chances to work abroad. In order to find suitable job for them, more than anything else, they are required to know about themselves first. Who I am? Where I am heading? Welcome to my area, the best in me. I am pleased to assist you to discover those items, followed by connecting them to their future job. I am dedicated to it in ESL in the Philippines day in day out.

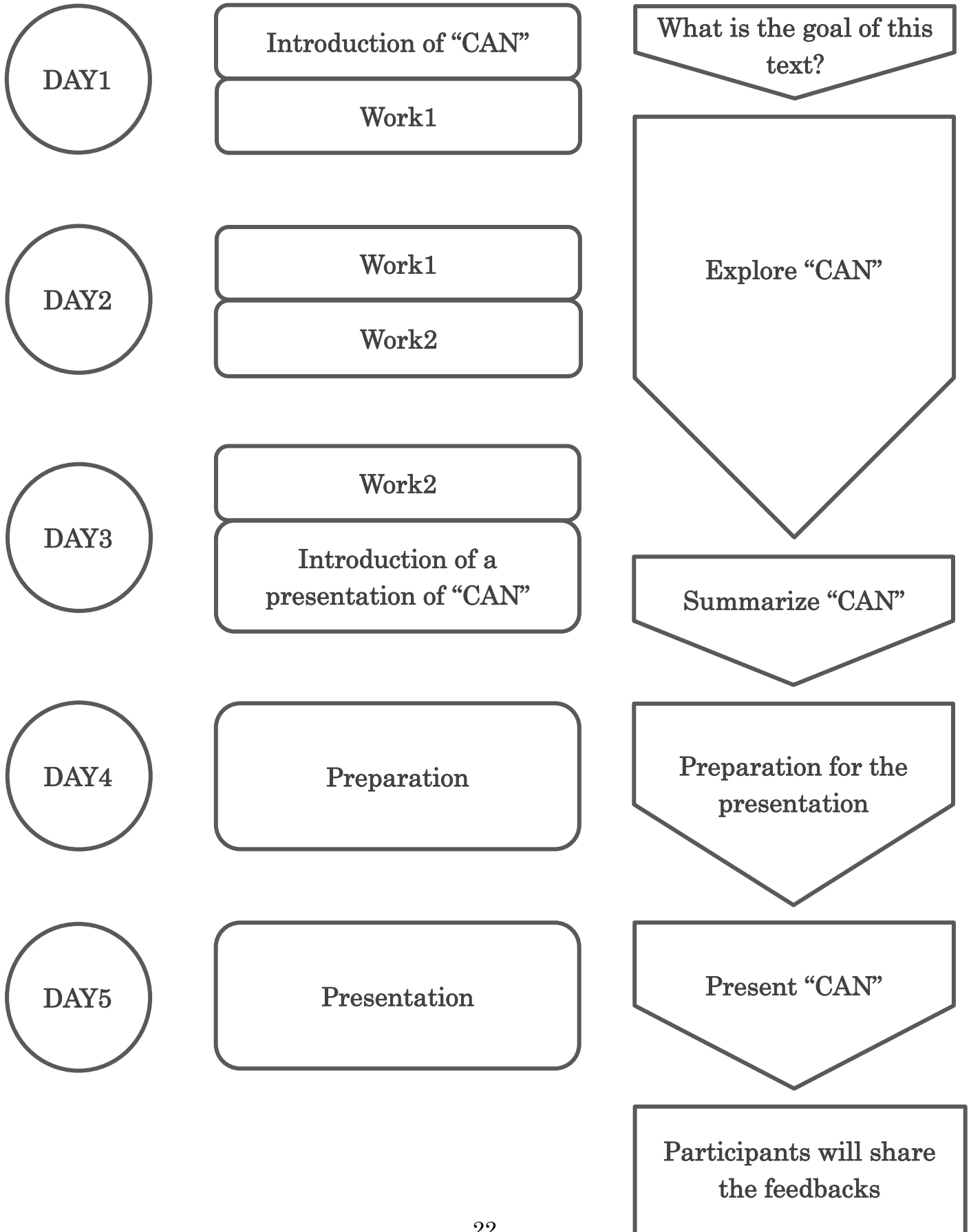
I believe we all have the best in us. In order to prove that apparently stupid but hopeful reality, I will continue to “bring out the best in people” that I accidentally gained in my life.

Vocabulary

*be absorbed in / coding / wind / foster / quarrel / hence / bookworm / inevitably / intangible
day in day out / apparently*

Let's do it!!

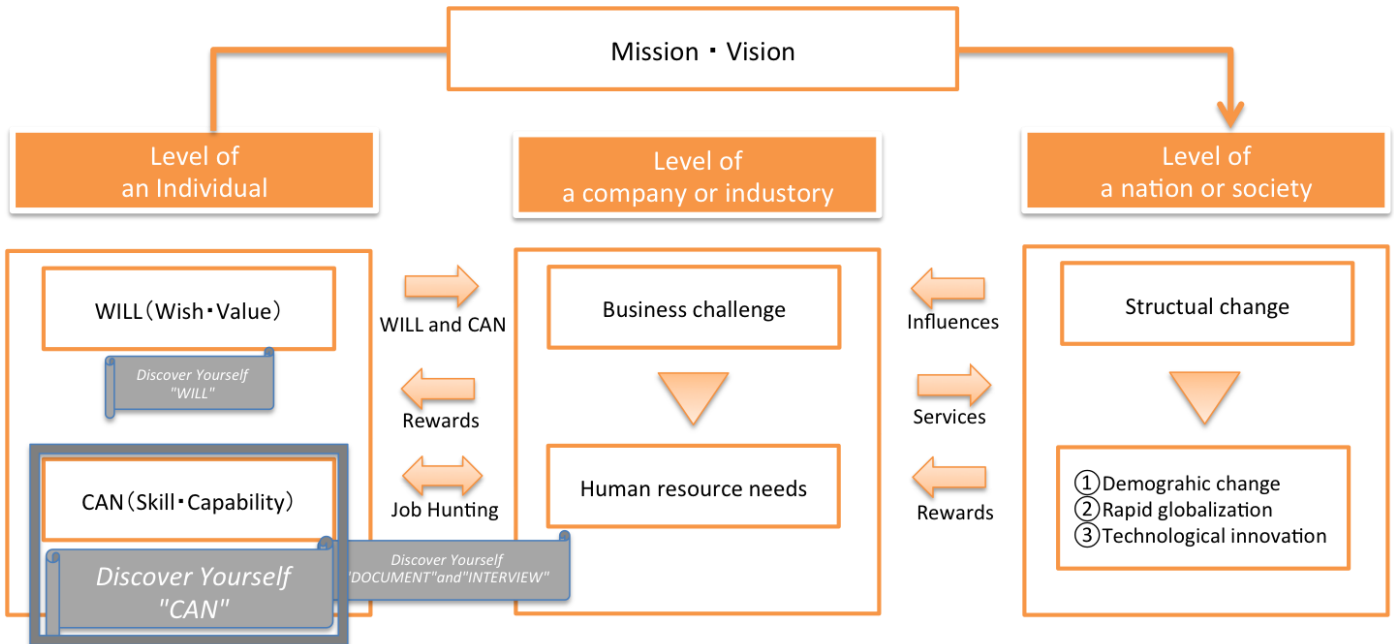
Discover yourself
CAN
How will the class go?



Discover yourself CAN Introduction

What is the goal of this class, “CAN”?

→The goal of this class is to discover or reconfirm your “CAN” with your teacher.



What is “CAN”?

“CAN” is a certain skill-set or ability that you have acquired in your life. “CAN” does not necessarily represent the qualifications or is not always paired with the accomplishments. If you have put your “CAN” into practice in your experiences, it could be your “CAN” enough to present and apply to our community.

Why is “CAN” so important?

Your “CAN” would be the tangible ways to turn your “WILL” into reality in our society. Your “WILL” could be much more practical by being paired with your “CAN” and applied to our society.

How can we find our “CAN”?

We can find our “CAN” by winding our clock to the past. Your teacher is going to ask several questions to you that would surely be of great help for you to discover your “CAN”.

Let’s open the next page and go on a journey to discover your “CAN”...!!

I work as an intern at school in the Philippines. I'm assigned to that position to support my manager. For example, I go to the airport to pick new students up. Why do I do that in the first place? Because I want to improve my English skills and myself. To give you one example, I want to be a guy who can provide someone with services putting myself in that someone's shoes.

I practice it as an intern. I put a lot of effort to make a comfortable atmosphere so that our students can enjoy the time being with me. As a result, they appreciate me for it.

I always smile at them. I find myself doing that. Maybe, the reason why I do this, is to make them smile too that would make everyone get laughs and feel comfortable. That enables us to spend time happily. All the time I communicate with somebody, I want to have a good time having a big smile that causes nice time to spend.

Among tens of thousands of businesses out there, I'd rather own the Fitness gym abroad. What that gym is like? People usually go to the place to work out. Needless to say, they have the purposes like making a beautiful body, being strong and so on. However, I think I want them to visit the gym when they have a free time. They don't workout, but they want to go there to meet me. As a consequence, they can make new friends and that gym becomes comfortable place for them.

That's gym is awesome, and I want to make it into reality using my attribute to provide our customers with services putting myself in that someone's shoes.

Discover yourself

CAN

1

Purpose

- To discover your “CAN” by looking back your past experiences with your teacher.

Questions

- 1) Pick up one work experience and describe it to your teacher, including what the job and your responsibility there were like and the reason why you did that (why you were assigned to that.)

~Supportive question~

What is the work experience in which you could feel fulfilled or perform better than others?

Useful expression

• **be assigned to...**

Meaning : to be given a job or responsibility

e.g. I was assigned to a member of sales representatives that I had been longing for.

• **be dedicated to...**

Meaning : believing that an activity or idea is important and giving a lot of energy and time to it

e.g. I was dedicated to helping local people find jobs, and as a result, awarded for it from the mayor.

Sample answer

I would choose the experience as a sales representative in my previous firm. I was assigned to the position mainly because the company highly evaluated my English skills that could be very useful to communicate with foreign business. However, as it turned out, my tasks were miscellaneous duties. They included arranging an internal meeting, preparing materials and taking my associates to our clients by car. The truth is, I couldn't be dedicated to it since that was not the job I was looking for.

Vocabulary

long for / mayor / miscellaneous

2) *Are there any prizes or accomplishments you gained from that job? Or are there any differences you could make on your responsibility? Look back to your past and explain it to your teacher.*

~*Supportive question*~

Did someone, such as your coworkers or clients, convey his or her gratitude towards you for your performances? If so, in which part did they appreciate you?

Useful expression

- *what makes me different from others is...*

Meaning : something that makes you unique or outstanding is...

e.g. What made me different from others was my English skills that I have acquired in the Philippines.

- *speak highly of..*

Meaning : to admire or say admiring things about someone

e.g. He's very highly spoken of within the company for his single-minded commitment for his clients.

Sample answer

One day, a participant to a meeting spoke highly of the arrangement that I made for the conference. He said my preparation could get the meeting go more smoothly and conclude earlier than usual. He continued that he hadn't attended such a well-organized conference where participants can solely concentrate on the discussion itself. Remarkably, what made me different from others was not my English skills that the company appreciated, but my preparation skills.

Vocabulary

accomplishment / outstanding / admire / preparation / solely

3) Upon your duty that enabled you to get those accomplishments or make those differences, were there any knowledge or certain skill-sets you made use of? And how? Describe it to your teacher.

~Supportive question~

Do you remember how you tackled the job? And in which part could you finish the task shorter than others did?

Useful expression

• **outdo someone in...**

Meaning : to be, or do something, better than someone else

e.g. I always try to outdo everybody else in the class, but it didn't work out.

• **make for...**

Meaning : to be one thing, or the most important thing, that causes something

e.g. The latest-model computers made for much greater productivity.

Sample answer

When making a preparation, I foresee some possible risks so that I can eliminate them. Upon arranging a meeting, for instance, I send an email ahead of time to remind attendees not to miss it, check the whole number of participants to equip the chairs accordingly and adjust the temperature of a conference room by turning on the air conditioner 15 minutes before the conference starts. They look trivial things for each, but make for a well-organized conference. To make it short, thanks to an ability to anticipate what's ahead and predict a possible outcome, I could outdo other colleagues in my performance.

Vocabulary

foresee / equip / accordingly / trivial / anticipate

4) *Aside from any knowledge or certain skill-sets you unfolded in the last question, are there any mindsets or attitudes you possessed that served you well? And how did they work in your experiences? Explain it to your teacher.*

~*Supportive question*~

Do you have any courageous words that someone told you or ways of thinking from books that inspired you in your life?

Useful expression

• **put oneself in...shoe**

Meaning : to be in the situation that another person is in

e.g. I wouldn't like to put myself in Mike's shoes when the boss hears what he's done.

• **not to mention...**

Meaning : used when you want to emphasize something that you are adding to a list

e.g. He's one of the kindest and most intelligent, not to mention handsome, men I know.

Sample answer

In addition to the ability, one principle that I possess plays a significant role in it. It is that I want to be a customer-oriented person. I always put myself in the other person's shoe, not to mention our clients, and figure out what they want. If I could find out it, all I have to do is to put it into action.

Vocabulary

unfold / courageous / customer-oriented

5) How will you apply what you discovered in last questions, your knowledge, certain skill-sets, mindsets or attitudes in your future? What kind of differences will you make? And whom will you assist with what you have? Recite it to your teacher.

~Supportive question~

Provided that you can work in any fields or with anyone you want, how will you make use of what you have for them?

Useful expression

• **be determined to...**

Meaning : something that makes you unique or outstanding is...

e.g. I am determined to contribute to teachers as they are not properly evaluated in our society.

• **redouble efforts**

Meaning : something that makes you unique or outstanding is...

e.g. I am willing to redouble efforts to achieve my dream to become a writer.

Sample answer

I am determined to apply what I have acquired across the board. It is often said that it is not that easy to communicate with other countries people, especially in a business context, mainly because we don't share the same culture. However, that's why I want to challenge myself to it. The higher I set a bar, the more I am energized. It might be tough to anticipate what they have in their mind, but I'll redouble my effort to do it.

Vocabulary

recite

Let's do it!!

What is your "CAN" and how will you utilize it in your future?

Discover yourself

CAN

2

Purpose

- *To discover your “CAN” by looking back your past experiences with your teacher.*

Questions

- 1) *Pick up one work experience and describe its' background to your teacher, such as what the job and your role there were like as well as the reason why you did that (why you were assigned to that.)*

Useful expression

- **Do one's duty**

Meaning : to do one's tasks or what is expected of one

e.g. I was doing my duty simply because the guy who was supposed to be in charge of it suddenly left the company.

- **give credit to someone**

Meaning : to give someone praise or recognition

e.g. My supervisor gave credit to me for the humility I showed regarding my financial success.

~Supportive question~

What is the work experience in which you could feel fulfilled or perform better than others?

Sample answer

I was engaged in a beauty-treatment clinic as an esthetician for six years. When I was going on my fourth year in that firm, my supervisor gave me a chance to work as a store manager since she highly recognized my skill-set as an esthetician. In particular, she gave credit to the way I cultivated good rapports with my customers and colleagues and a strong sense of responsibility I had on doing my duties. I grabbed that opportunity and was actively involved in the tasks, such as controlling sales data, hiring new staff, providing a technical training to them and handling complaint from our customers.

Vocabulary

supervisor

2) *Are there any prizes or accomplishments you gained from that job? Or are there any differences you made on your responsibility? Look back to your past and explain it to your teacher.*

Useful expression

- **manage to**

Meaning : to succeed in doing or dealing with something, especially something difficult

e.g. Did you manage to finish the task your supervisor suddenly asked you to do?

- **it is no exaggeration to say that...**

Meaning : it is safe to say that, it is not showing the fact better that it really is

e.g. It is no exaggeration to say that our team challenged the status quo and attracted customers' attention.

~Supportive question~

Did someone, such as your coworkers or clients, convey his or her gratitude towards you for your performances? If so, in which part did they appreciate you?

Sample answer

When I got that position, it was no exaggeration to say that the performance of my company was progressively deteriorating. Though my team managed to achieve the sales goal of my branch, we needed more sales figures to support the whole company. In order to increase the sales, I launched a new sales campaign to attract more customers. I succeeded in it and my company acknowledge my achievement.

Vocabulary

progressively / deteriorate

3) Upon your duty that enabled you to get those accomplishments or make those differences, were there any knowledge or certain skill-sets you made full use of? And how? Describe it to your teacher.

Useful expression

- **provide something to someone / provide someone with something**

Meaning : to give something that is needed or wanted to someone

e.g. I can provide you with directions to their house.

- **come to think of it**

Meaning : I just remembered

e.g. Come to think of it, someone who have fostered me as an independent businessman might be my boss.

~Supportive question~

Do you remember how you tackled the job? And in which part could you finish the task shorter than others did?

Sample answer

Come to think of it, it is the skill to be aware of what my clients truly want and provide them with services according to what I discovered that helped me accomplish the sales goal. Upon serving my clients, I carefully paid attention to their faces and actively talked to them to figure out what they have at the bottom of their mind. I am fully experienced enough to meet the requests from every sort of customers from my six year experiences. Besides, when communicating with my associates, I talked to them intimately so that they can present their opinions as much as they are. It enables both of us to tackle the task with satisfaction, instead of forcing them to do it.

Vocabulary

intimately

4) *Aside from any knowledge or certain skill-sets you unfolded in last question, are there any mindsets or attitudes you possessed that served you well? And how did they work in your experiences? Illustrate it to your teacher.*

Useful expression

- ***In retrospect...***

Meaning : thinking now about something in the past

e.g. In retrospect, what drove me was, more than anything else, my enthusiasm to support women.

- ***on a voluntary basis***

Meaning : of one's own free will

e.g. I had to learn the way my colleagues handed their jobs, especially the way they put themselves in it on a voluntary basis.

~Supportive question~

Do you have any courageous words that someone told you or ways of thinking from books that inspired you in your life?

Sample answer

In retrospect, I was always with one principle that I want to work as a team and put in my full effort to maximizing the quality of each member's performance. For instance, when I launched a new campaign that helped to increase the sales figure, I started with putting together the opinions from my co-workers first, followed by building up a practical plan. I made it a rule to regularly gather staff to let them share what they have in their mind with each other. Moreover, in the course of those actions, I was always drawn to bringing out their potential to the full extend that they tackle their jobs on a voluntary basis. As a result, a lot of staff said that they feel valued working with me.

Vocabulary

5) How will you apply what you discovered in last questions, your knowledge, certain skill-sets, mindsets or attitudes in your future? What kind of differences will you make? And whom will you assist with what you have? Recite it to your teacher.

Useful expression

- **long term goal**

Meaning : a goal that is continuing a long time into the future

e.g. What this country needs is a long-term policy for investment in science and technology.

- **be consistent with...**

Meaning : always happening or behaving in a similar way

e.g. The president has been remarkably consistent on economic issues.

~Supportive question~

Provided that you can work in any fields or with anyone you want, how will you make full use of what you have for them?

Sample answer

I want to be consistent on what I said. So, my long term goal is to enhance my skills even more to provide services that fully need customer's request even if they do not express it in an explicit manner. That will surely contribute to the growth of my company increasing the number of our loyal customers. For that reason, I will never fail to serve my clients with first priority. Furthermore, I'll keep on polishing my communications skills with my co-workers so that they can make full use of their fortes on their duties.

Vocabulary

explicit

Let's do it!!

What is your "CAN" and how will you utilize it in your future?

.

Discover yourself

CAN

3

What is your “CAN”?

Purpose

- *To build up your “CAN” by making a summary of it in the form of one paper, followed by presenting it to your fellows.*

Tips to be advised

- *Upon this challenge, you can make full use of the answers you unfolded in last classes.*

• *Build up your summary with,*

1) *Introduction (what your “CAN” is like)*

2) *The past experiences or efforts that helped you to form your “CAN” (Reason)*

3) *How did or do you apply your “CAN” to your life? (Past and Present)*

4) *How will you apply your “CAN” to your future? (Future)*

5) *Closing (what your “CAN” is like)*

Useful expression

- **engage in...**

Meaning : to take part in something

e.g. The two governments have agreed to engage in a comprehensive dialogue to resolve the problem.

- **work cooperatively with**

Meaning : to willingly do a job with someone for a shared purpose

e.g. The two countries worked cooperatively with Japan on developing the technology.

- **advance...**

Meaning : to develop and become successful, or to make something do this

e.g. Some employees decide to study for an MBA in order to advance their careers.

- **live up to...**

Meaning : to be as good as something

e.g. The concert was brilliant - it lived up to all our expectations.

- **incorporate...**

Meaning : to include something within something else

e.g. Working with colleagues from other countries gives us the opportunity to incorporate new ideas and methods.

- **remind someone of ...**

Meaning : to be similar to, and make someone think of, something or someone else

e.g. Your hair and eyes remind me of your mother.

- **specifically...**

Meaning : clearly, exactly, or in detail:

e.g. For my first car, I'd like something small. More specifically, I'd like a 1999 Nissan Micra.

Vocabulary

prototype

My CAN is strongly related to my WILL and significantly strengthened during my experience that I worked as an intern at the language school in the Philippines. My duties were miscellaneous tasks, desk work and care for students holding the position between students and staff. As a singular chance, I engaged in making new textbooks working cooperatively with Filipinos as well.

Fortunately, there was a lucky environment I could advance my CAN. For instance, it allowed to try and challenge something new if it would live up to student and school needs. Because of it, I was running a Workshop for making students' confidents toward English developed.

Because of the position as an intern, I could notice that everyone had the same worries, also I'd had experienced before. The worries came up precisely because of the language school, but also only it could help. Moreover, the idea related to English would be introduced easily into the language school on long-term perspective also. That's why I did it.

By incorporated simple devices into the Workshop, it would be so helpful, understandable and imaginable for students. For example, choosing and preparing familiar topics with them beforehand are the best way to identify their real situations by themselves and easy to get into it. Furthermore, students can get fair results at the end by making them be divided into balanced group determining their level.

Not only living up to students' expectation and needs, but also the school ones. The contents of the Workshop do much for not only the students who were there at that time so it continued to hold periodically for other new students. It follows the student's satisfaction in the end.

If I apply them to a job, I can consider the position of recipient of the service and ride on the strength of the company. Besides, I can much up with them. More specifically, if I'm employed in a sales position, I can worm out of other's needs and produce goods which can satisfy it. By combining their needs and company's strength, it can continue a good client relationship on a long-term basis.

The experience through running the Workshop reminded me of what is really satisfying me and what I can give people naturally. Those are always being together because they are my WILL and CAN so they never lose but just strengthen.

Vocabulary

firmly / intrigue

Let's do it!!

Discover yourself
Resume
Table of contents

p.43 ~Introduction~

p.45 Sample of Resume

p.46 ~Prepare your resume~

1) Leading with contact information

p.47 2) Placing Your Job Target in the Objective Header

p.50 Colum1 "Eight seconds"

p.51 3) Grabbing the Reader with the Summary Section including Key Skills

p.60 Colum2 "Eliminate, eliminate"

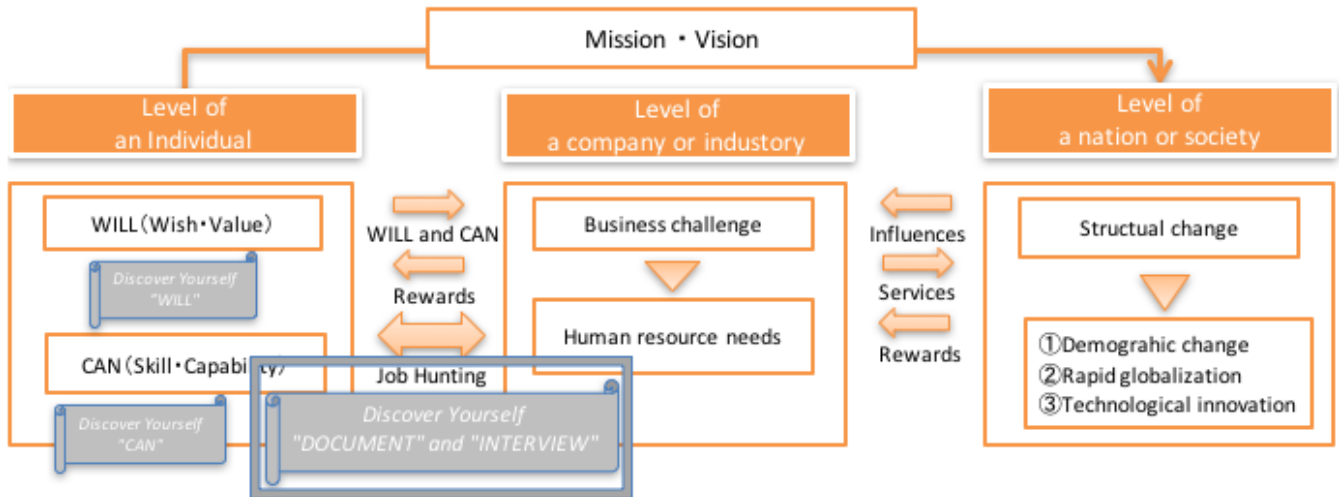
p.61 4) The Proof is in the Experience

p.65 5) Education Makes the Grade

p.66 ~Polish your resume~

Discover yourself Resume Introduction

Why do you do this?



Here is a story.

There is a guy.

He is not satisfied with the course of his life.

He took a little detour to take his mind off.

However, no matter what he was doing, he couldn't have the feeling ripped apart.

It was not a surprising to know that he is now determined to change the course of his life.

Amongst an array of options, he chose to apply for a company he happened to encounter.

He is lucky enough to find the work he is drawn to, but he's got to secure an interview with some employer or employers who actually have the power to hire him.

And employers are busy people.

They are not necessarily anxious to spend all day doing interviews.

So, since he knows that, he sends someone on ahead of him, to plead his case for him.

And that someone is not actually a person, but a piece of paper.

It is called a resume.

Why are you going to prepare a resume?

Vocabulary

draw to / secure / anxious / plead for / visualize

What is your success?

He is ready to tackle the class to prepare his resume.

He was disturbed by one question that was thrown from his teacher, though.

“How do you see your success in this class?”

“There is no dispute that it’s to write the resume that has the employees impressed.”

He answered.

Your teacher continued.

“I can’t agree with you more. Then, how would you do that?”

“That is the part where I am struggling. I don’t think I have something to attract them.”

“It’s quite understandable that you are not confident in your capacity for the position.

By the way, have you ever heard of the quote below?”

He or she who gets hired is not necessarily the one who can do that job the best; but, the one who knows the most about how to get hired.

–RICHARD LATHROP

(Author of the Best-Selling Job-Hunting Book in the World with More Than 10 Million Copies Sold)

“As you can see, there is no point to bragging what you have to the employees, let alone worrying that you are not qualified for the position. What you have to do is to learn how to get hired, in other words, to prepare the resume that enables you to secure you of the chance to have a Job Interview. Trust that you are already enough.

You are going to make a resume that allows you to get hired.

How do you see your success in your preparation for your resume?

Vocabulary

disturb / dispute / understandable / quote / brag

YUJI TAKASHIMA

4-5-4 Shibuya, Minato-ku, Tokyo 108-0023
Mobile 080-1234-5678 takashima@getglobal.com

Result-Driven Investment Manager

- 9 years with venture capital and public and private corporations.
- Developing sales/marketing/advertising plan; managed marketing budgets of ¥400 million.
- Experience in investment and fund management, investor relations, M&A advisory and sales & marketing. Led successful IPO via document preparation, compliance and investor relations management. Solid knowledge of Japanese regulatory environment.
- Hundreds of contacts with CEOs of high growth companies through IPO and M&A consulting; adept at prospecting, developing and maintaining strong relationships with executives and investors.
- Ability to understand customers' needs; excellent communication skills and customer support.
- Certified Securities Sales Representative, Type I
- Good command of English(TOEIC 770). Proficient in Word, Excel, PowerPoint and Outlook.
- Welcome new challenges, quickly learning new skills and procedures with excellent memory retention.

PROFESSIONAL EXPERIENCE

BEST VENTURE, INC., Tokyo

2010 to present

Early-stage venture capital (¥5 billion invested in over 100 companies in 2012 alone), IPO consulting and M&A advisory firm

Manager, M&A Department

- Investment: identified and solicited 40 companies for investment; resulted in investing ¥100 million in 6 technology, medical and business service companies. Manage monthly investment committee of 6 investors to decide on new investments.
- Fund management: organized and manage 6 private-placement investment funds (¥2 billion) and a public-placement investment fund (¥1 billion from 30 investors)—prepared prospectuses, contracts and all other required documents and achieved commission revenue of ¥50 million with legal cost of ¥2.5 million in first year.
- IPO: provide IPO consulting to clients ; prepare company policies and documents for IPOs; and manage relations with brokerage firms.
- Legal: prepare and review M&A/partnership, fund other contracts compliance documents and financial statements.

EDUCATION

- B.A. in management, 2005
- Best university, Tokyo

CERTIFICATION

- Associate Professional Engineer (2009)
- Certified Construction Managing Engineer(2007)

Discover yourself
Resume
Prepare your resume

Purpose

- *To write a resume that will enable the employers to visualize you and call you in for an interview.*

1) Leading with contact information

YUJI TAKASHIMA

4-5-4 Shibuya, Minato-ku, Tokyo 108-0023
Mobile 080-1234-5678 takashima@getglobal.com

Name :

No matter which format your experience requires you to choose, place your name first on your resume. Use boldface to display your name in a size range of 14- to 26-point typeface, depending on your preference. ✖The rest of your contact information can appear in 10- to 12-point typeface.

E-mail address :

Except for specific and overriding reasons, limit contact information to your E-mail address. This is your single most important contact data point because that's how the majority of employers will initially contact you. Don't use a work e-mail address on your resume; use a personal e-mail address instead. Additionally, if you have a personal e-mail address that isn't professional sounding (rockinralph@gmail.com or mommalovespugs@gmail.com), please sign up for a simple, professional-sounding address. jillk123@gmail.com is much better! Also, avoid creating e-mail addresses with your birth year in them. You don't want to give away your age before the prospective employer even sees you!

Phone number :

Some employers prefer to pick up the phone and give you a call. Select the phone number where you can most easily be reached.

City and state of residence :

This information shows you have roots. Employers understandably resist springing for relocation costs unless the talent they seek isn't available locally:

Vocabulary

boldface / display / typeface / overriding / initially / prospective / root / resist / spring for

2) Placing Your Job Target in the Objective Header

Result-Driven Investment Manager

An objective header statement clearly defines the position you're targeting. It gives immediate focus to your resume and is the hub around which all the other information in your document relates. Most studies show that employers prefer objectives for quick identification purposes. They like to see the name of their job openings at the top of a resume. Without an objective header, the prospective employer won't know for which position you are applying. Don't assume they'll scan it or read it anyway. For example, a retail manager may simply include one of the following phrases: RETAIL MANAGEMENT PROFESSIONAL or RESULTS-DRIVEN RETAIL MANAGER.

Useful expression

- **professional**

Meaning : related to work that needs a high level of education or special training
e.g. She has spent the bulk of her professional life working in the public sector.

- **results-driven**

Meaning : relating to a form of corporate strategy focused on outcomes and achievements
e.g. The companies results-driven effort permitted them to bypass a lengthy preparation and aim at a quick, measurable gain with in a few months rather than years.

- **bubbly**

Meaning : very energetic and pleasant
e.g. She is being very bubbly today.

- **reliable**

Meaning : someone that you can trust to work hard and do what they say they will do
e.g. Employers want reliable workers.

Vocabulary

define / hub / prefer for / objective / identification / assume / retail / bypass / lengthy

- **resilient**

Meaning : able to return quickly to a previous good condition after problems

e.g. The US economy remains amazingly resilient.

- **detail-oriented**

Meaning : detail-oriented person is an individual who has an eye for details and making a conscious effort to understand the actual cause behind an occurrence happens to be his second nature

e.g. Being a detail-oriented person, Sam found out the hidden problem that no one in his company couldn't.

- **multitasking**

Meaning : the ability to do several different jobs at the same time

e.g. Women are supposed to be more adept at multitasking and communicating.

- **knowledgeable**

Meaning : knowing a lot

e.g. He's very knowledgeable about German literature.

- **experienced**

Meaning : having knowledge or skill in a job or activity

e.g. You are looking for experienced truck drivers.

- **highly motivated**

Meaning : very enthusiastic or determined because you really want to do something

e.g. Our staff members are hard-working and highly motivated.

- **hardworking**

Meaning : always putting a lot of effort and care into your work

e.g. We are very proud of our hardworking employee.

Vocabulary

conscious effort / occurrence / second nature / adept

Colume1

“Eight seconds”

Let’s say you see a job posting. Some employer is looking for someone to fill a vacancy or a job newly created. You send in your resume. And you want to know how long an employer will likely spend looking at this resume that you are sending on ahead, to plead your case for you. The average is eight. If your resume is only going to get eight seconds of attention, you must lay down in broad strokes an outline of who you are in the top third of your resume, using the words you write. Enough to make the employer hungry to see what else you have to say for yourself, as during the remaining two-third you shade and fill in. So to speak.”

A QUOTE FROM THE BOOK *WHAT COLOR IS YOUR PARACHUTE? GUIDE TO RETHINKING RESUME*

3) Grabbing the Reader with the Summary Section including Key Skills

-
- 9 years with venture capital and public and private corporations. —————①
 - Developing sales/marketing/advertising plan; managed marketing budgets of ¥400 million. —————②
 - Ability to understand customers' needs; excellent communication skills and customer support. —————③
 - Good command of English(TOEIC 770). Proficient in Word, Excel, PowerPoint and Outlook. —————④
 - Welcome new challenges, quickly learning new skills and procedures with excellent memory retention. —————⑤
-

Your On Target resume needs to provide an overview of your strengths and key talents to show that you have what it takes to excel in that position. This is known as your summary section. A summary typically contains the three to five what is called your unique selling proposition, or USP — sometimes more — that best support your job aspiration. To identify your USP, look at two areas:

a. Your CAR stories during your career.

CAR stands for challenges you've faced, actions taken to resolve them, and results attained. Consider your own CAR stories. Do they demonstrate an ability to turn around failing operations, to identify and institute cost savings, and/or to create processes that save time (and thus money)? Look for these bottom-line strengths and then translate them into your summary with your unique value stated such as in the following two examples:

1. *Visionary Operations Manager with a proven reputation for slashing expenses, turning around operations, and creating positive culture that consistently results in multimillion-dollar revenue gain.*
2. *High-energy Administrative Assistant who excels at meeting the needs of a team of busy executives and technical engineers. Talent for identifying opportunities to create tracking and data management processes, which result in up to 30 percent time savings.*

Vocabulary

overview / talent / typically / aspiration / identify / attain / turn around / failing / institute / visionary / reputation / slashing / expenses / consistently / administrative

b. Your key selling features.

These include degrees, certifications, licenses, awards, and even publications that make you stand out for your target job. For instance, if you are a marketing professional who made the Twitter Top 50 Pros to Follow list, or you published a book on a key topic, highlight these accomplishments in your summary. For example:

*Recognized authority on web development. Authored *The Authoritative Guide to WordPress* (XYZ publisher); book has been called “The one reason to read” in press reviews.*

Attained <Certification Name> credential — a qualification held by only 30 professionals worldwide.

Vocabulary

authority / highlight

① 9 years with venture capital and public and private corporations.

Tips to be advised

Figure out 「How」 , 「What」 , 「How long」 and 「Where」

- Detail-oriented (*How*) Graphic Designer (*What*) with +2 years of experience (*How long*) in a fast-paced startup environment. (*Where*)
- Administrative Assistant (*What*) with +3 years of experience (*How long*) in a sensitive corporate environment. (*Where*)

Useful expression

• **fast-paced**

Meaning : happening very quickly

e.g. It is a myth that all older people struggle with the fast-paced evolution of information technology.

• **sensitive**

Meaning : needing to be treated with care or secrecy

e.g. Raising fuel prices can be a sensitive issue.

Vocabulary

venture capital / corporation / startup / myth / evolution / secrecy

② Developing sales/marketing/advertising plan; managed marketing budgets of ¥400 million.

Tips to be advised

Figure out what you accomplished.

Useful expression

• **improved...by...**

Meaning : to make something better in...amounts

e.g. Improved collection of tickets on-board German zeppelin by 100%.

• **identify**

Meaning : to find and be able to describe someone or something

e.g. Identified technical issues regarding design methods and created solutions that could be applied to multiple clients.

• **manage**

Meaning : to be in charge of and control a company, department, project, team, etc.

e.g. Manage and maintain client relations with large, multi-national companies including Coca-Cola, Pfizer, and Johnson & Johnson.

• **provide**

Meaning : to give something to a person, company, or organization, or to make it available for them to use

e.g. Provided technical and operational support to client to assist with sales activity, which led to winning 3.5 billion yen project.

• **create**

Meaning : to make something new, especially to invent something

e.g. Created multiple perspective images to determine color so architecture fit into landscape.

Vocabulary

advisory / compliance / on-board / in charge of / perspective / landscape

- **achieve**

Meaning : to successfully finish or do something you wanted to do, especially after a lot of effort

e.g. Achieved design win with major PC manufacture, leading to successful development of thin notebook PC.

- **launch**

Meaning : to introduce a new product or service for sale

e.g. Launched XYZ Japan with English-speaking president.

- **solve**

Meaning : to find an answer to a problem

e.g. Tactfully solved customer complaints from delayed delivery to product defects.

- **implement**

Meaning : to put a plan into action

e.g. Implemented accounting and manufacturing cost systems, enabling management to focus on operations and increase profits.

- **supervise**

Meaning : to manage a department, project, etc. and make sure that things are done correctly and according to the rules

e.g. Supervise a treasury staff of 7 and additional 62 handling risk management and workers' compensation claims.

- **develop**

Meaning : to invent something or bring something such as a product or service into existence

e.g. Successfully developed EDP/MIS audit capability, which gained credibility in the company's MIS management environment.

Vocabulary

tactfully / defect / treasury / compensation / audit / capability

③ *Ability to understand customers' needs; excellent communication skills and customer support.*

Tips to be advised

Figure out what you are able to do.

Useful expression

• **able to do...**

Meaning : to have the necessary physical strength, mental power, skill, time, money, or opportunity to do something

e.g. Able to work in a high-stress, fast-paced environment.

• **proficient with**

Meaning : very skilled and experienced at something

e.g. Proficient with the Adobe Creative Suite and web design.

• **strong (excellent)...skills**

Meaning : Strong analytical, research and trend-identifying skills.

e.g.

• **good command of...**

Meaning : a good knowledge of something and the ability to use it

e.g. Good command of English (TOEIC 770).

• **familiar with...**

Meaning : easy to recognize because previously experienced

e.g. Familiar with American and Southeast Asian cultures; lived in the U.S. for 3 years and in the Philippines for 2 years.

• **deal with...**

Meaning : to do business with or be involved with someone or something

e.g. Deal with difficult customers and resolved complaints.

Vocabulary

prospect / analytical / resolve

④ Good command of English(TOEIC 770). Proficient in Word, Excel, PowerPoint and Outlook.

Tips to be advised

Figure out the degree or certification you possess.

Useful expression

• **have...degree in...**

Meaning : possess the level of achievement recognized for a student who has completed a course of study at a college or university

e.g. Have a Bachelor's Degree in Graphic Design.

• **certificate in...**

Meaning : a qualification that you receive when you are successful in an examination, or have done a course of training

e.g. Certificate in Accounting; familiar with both American and Japanese accounting practices.

• **advanced...skills**

Meaning : using the most modern methods, technology, etc.

e.g. Advanced computer skills: AutoCAD, Microsoft Word, Excel and PowerPoint.

Vocabulary

good command of / proficient in / degree / certification / modern

⑤ *Welcome new challenges, quickly learning new skills and procedures with excellent memory retention.*

Tips to be advised

Figure out what you want to do.

Useful expression

• **seek to...**

Meaning : to try to find or get something

e.g. Seeking to bring fast, intelligent solutions to the position of Graphic Designer at your company.

• **welcome...**

Meaning : to be pleased about or support something

e.g. Welcome new challenges, quickly learning new skills and procedures with excellent memory retention.

Vocabulary

intelligent / procedure

Colum2

“Eliminate, eliminate”

They're not playing a game of hiring. They're playing a game of elimination. At least at the beginning. There are just too many job-hunters. Too many knocking on their door. Most especially now. Employers are looking for ways to get it down to last man standing. Or last woman standing. Your sending them your resume just makes it easier for them. They're reading down your resume -fast- looking for one thing: a reason to eliminate your resume, so they can cut their stack down to a manageable size that they can call in, at the end, for an actual interview.

A QUOTE FROM THE BOOK *WHAT COLOR IS YOUR PARACHUTE? GUIDE TO RETHINKING RESUME*

4) *The Proof is in the Experience*

PROFESSIONAL EXPERIENCE

BEST VENTURE, INC., Tokyo

2010 to present

Early-stage venture capital (¥5 billion invested in over 100 companies in 2012 alone), IPO consulting and M&A advisory firm

Manager, M&A Department

- Investment: identified and solicited 40 companies for investment; resulted in investing ¥100 million in 6 technology, medical and business service companies. Manage monthly investment committee of 6 investors to decide on new investments.
- Fund management: organized and manage 6 private-placement investment funds (¥2 billion) and a public-placement investment fund (¥1 billion from 30 investors)—prepared prospectuses, contracts and all other required documents and achieved commission revenue of ¥50 million with legal cost of ¥2.5 million in first year.
- IPO: provide IPO consulting to clients ; prepare company policies and documents for IPOs; and manage relations with brokerage firms.
- M&A/partnerships: structure, propose and negotiate M&A and partnerships; identify M&A/partner candidates. Proposed and negotiated 15 M&A deals and closed 3 worth ¥4 billion.
- Legal: prepare and review M&A/partnership, fund other contracts compliance documents and financial statements.

Experience includes your professional experience or work history presented in reverse chronological order (also known as RC). This section is critical because it's where you provide the proof to support your objective header and summary sections. Each position will have at minimum your specific job title, employer company name, location (city, state), and dates of employment. For new graduates or those professionals making a serious transition, this section could encompass experience gained from volunteer work, internships, school projects and papers, personal studies, and a variety of nonpaid areas.

Vocabulary

chronological / proof / minimum / encompass / nonpaid

When you write, always try to focus on the top accomplishments that lure most employers, because they emphasize the bottom-line value you represent to the company (make money, save money, etc.). The most valuable accomplishments include:

- Increased revenues
- Saved money
- Increased efficiency
- Cut overhead
- Increased sales
- Improved workplace safety
- Purchasing accomplishments
- New products/new lines
- Improved record-keeping process
- Increased productivity
- Successful advertising campaign
- Effective budgeting

As you write, turn continuously to how you impacted these power areas, even if you weren't recognized for the contribution. If you made your life easier and your job more efficient, it counts!

Useful expression

- **specialize in...**

Meaning : to spend most of your time studying one particular subject or doing one type of business

e.g. Specialized in large and challenging projects. Led team of 5.

- **volunteer for...**

Meaning : to offer to do something without being paid for it or without being asked to do it
e.g. Volunteered for field assignment and managed work process of 30 workers.

- **lead**

Meaning : to be in charge of a group of people, an organization, or a situation

e.g. Led design team of 10 as subleader on 9 billion yen joint project with another company, achieving 10% profit.

- **receive**

Meaning : to get or be given something

e.g. Received recognition from client for delivering high quality on time.

Vocabulary

lure / represent / efficiency / continuously / recognition

- **convince**

Meaning : to cause someone to believe something or to do something

e.g. Convinced clients of cost reasoning and obtained full budget approval.

- **take initiative in...**

Meaning : to use your own judgment to make decisions without asking another person's advice

e.g. Took initiative in participating on 3 technical committees and work groups comprising government agencies, private corporations and universities.

- **recruit**

Meaning : to employ new people to work for a company or organization

e.g. Recruit, train, motivate and evaluate workers; set and adjust worker's wages.

- **negotiate**

Meaning : to have formal discussions with someone in order to reach agreement

e.g. Negotiated lease fees with 20 landowners, achieving cost reduction of 1.2 million yen a month.

Vocabulary

reasoning / committee / comprise / wage

- **translate**

Meaning : to change the words of one language into the words in another language that have the same meaning

e.g. Translated contracts and reports; interpreted at meeting and plant tours for overseas visitors, including Asia-Pacific Director.

- **coordinate**

Meaning : to organize all the different activities and people who are involved in something so that it works effectively

e.g. Coordinated overseas assignments, including travel arrangement, monthly for 20 field engineers in Japan and Malaysia.

- **compile**

Meaning : to collect information and arrange it in a list, report, book, etc.

e.g. Compiled customer survey data.

- **assist**

Meaning : to help somebody or help with something

e.g. Assisted Japanese-speaking foundation chair in communicating in English with insurance companies and association in participating Asian countries.

- **work closely with...**

Meaning : to do a job in a way that connects or involves you in a strong relationship with someone

e.g. Worked closely with key semiconductor partners to identify and penetrate target accounts and to deliver workshops and product for their technical staff.

Vocabulary

interpret / monthly / insurance / association

5) *Education Makes the Grade*

EDUCATION

B.A. in management, 2005

Best university, Tokyo

CERTIFICATION

Associate Professional Engineer (2009)

Certified Construction Managing Engineer(2007)

Education doesn't include only degrees you have earned. It should also include degrees you are currently pursuing and certificates required to perform your job✘. Sometimes the section is further expanded to cover certifications, licenses, and continuing education courses. Your Core resume lists everything in priority order from most relevant to least relevant, which allows you to pick and choose what to include for your OnTarget resumes. The best order for the content is based on what matters most to the prospective employer.

✘Currently taking Business English and Bookkeeping at Ekimae Business Collage

Vocabulary

pursue / expand

Discover yourself
Resume
Polish your resume

You have prepared your resume.

Prior to submitting it to the company, you have to go through the below steps.

1. Are they *TURE SELF* in the first place?

-Do the contents you have prepared accurately representing yourself?

2. Are you choosing the easy expressions in your answers?

-Make the contents as much easier for the employees to grasp as possible.

3. Are there any room to make the contents much more concise so that the employees can easily understand them?

-The employees are very much likely to lose their attentions to your wordy document.

Are you done with them?

Now you are ready for submitting it to the company.

Vocabulary

submit to / accurately

Discover yourself
Job Interview
Table of contents

p.69 ~Introduction~

p.71 ~Prepare your answers~

Question1~10

p.81 Question11~20

p.91 Question21~30

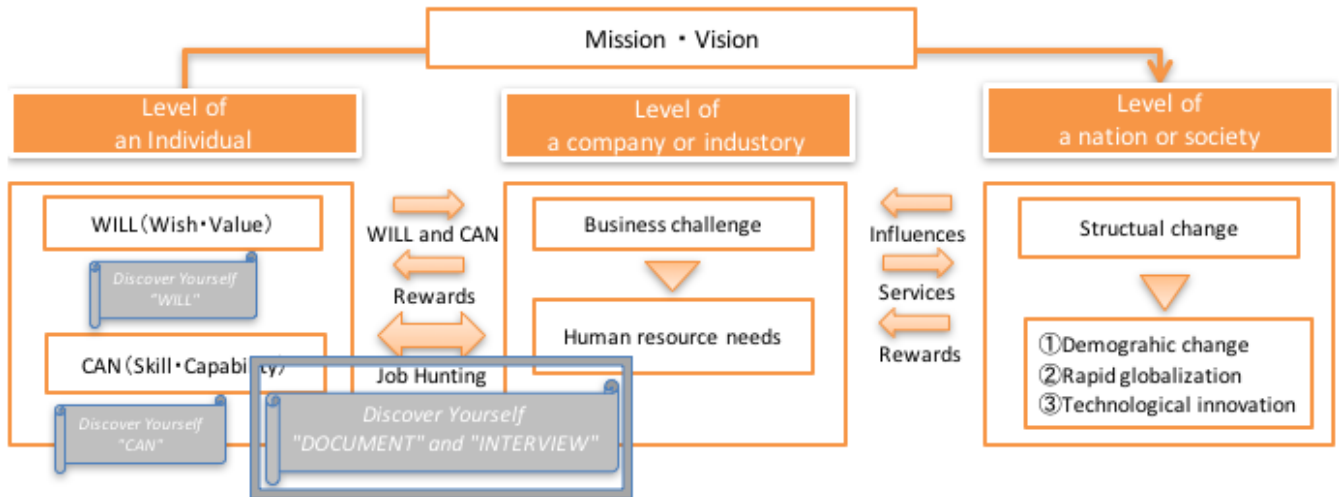
p.101 Question31~40

p.111 Question41~50

p.121 ~Polish your answers~

Discover yourself Job Interview Introduction

Why do you do this?



Here is a story.

There is a guy.

He is not satisfied with the course of his life.

He took a little detour to take his mind off.

However, no matter what he was doing, he couldn't have the feeling ripped apart.

It was not a surprising to know that he is now determined to change the course of his life.

Among an array of options, he chose to apply for a company he happened to encounter.

As time went by, he got more attracted to the organization.

As is the case with other things on the planet, however, he had to go through a lot of boundaries to make it happen.

He pushed his limit day in day out.

And he succeeded to come to the final stage to open the new door.

It's time to set himself to grip the doorknob named JOB INTERVIEW.

He is going to change the course of his life.

Why are you going to have a Job Interview?

Vocabulary

detour / take a little detour / take one's mind off / have...ripped apart / eminently / be determined to / an array of / as is the case with / boundary / push one's limit

What is your success?

He was so thrilled to open the textbook for his class.

He was distracted by one question that was tossed from his teacher, though.

“How do you see your success at your Job Interview?”

“No doubt it’s grabbing the opportunity to work for the company that I have been dreamed of.”

Your teacher continued.

“If you set your goal as what you have said, does it mean you are willing to deceive an employer, or even yourself to get the seat?”

“I don’t want to do that, but I am very much likely to do that.”

“How come?”

“This is how Job Interview works!!”

“No. It’s because you assume that you are not qualified to the position.”

“What!?”

“Thus, the first thing you have to do is to redefine your success at your Job Interview as well as the way to tackle it. You do not need to create someone else to get the position. Just present TRUE SELF to them. Just be self-assured. This is what you are going to do with me.”

“Can I present TRUE SELF to the employers?”

“Absolutely.”

How do you see your success at your Job Interview?

Vocabulary

be thrilled to / be distracted by / No doubt / be willing to / deceive / be likely to

Discover yourself
Job Interview
Prepare your answers

Purpose

- *To be ready for job interviews to land on your dream job.*

Below are the questions frequently come up at Job Interviews. Come up with your answers referring to “Why do they ask this question?”

Question1

Tell me about yourself?

Why do they ask this question?

Don't launch into an autobiography. Instead, state the thing about yourself that you want the interviewer to know. Give specific to prove each of your strengths.

Useful expression

• **function**

Meaning : purpose or duty, or the way something or someone works

e.g. One of your functions as receptionist is to answer the phone.

• **in addition to...**

Meaning : as well as

e.g. In addition to his apartment in Manhattan, he has a villa in Italy and a castle in Scotland.

Sample answer

I currently work as secretary to the general manager in the sales office of a European telecommunications equipment company. Since he doesn't speak Japanese, my main function is to act as liaison between him and eight Japanese staff members. In addition to general office duties, I also perform accounting, including payroll. My boss frequently travels and I manage the office effectively during his absence. I'm a self-starter. He fully trusts my ability to work without this supervision and values my judgement in a variety of contexts.

Vocabulary

autobiography / state / receptionist / villa / liaison / accounting / payroll / supervision

Question2

What makes you think you're qualified to work for this company? (Why should I hire you?)

Why do they ask this question?

This question may feel like an attack. Use it as an opportunity to state your strong points: your qualifications for the job, the things that separate you from other applicants.

Useful expression

- **require**

Meaning : to need something

e.g. This project will require massive investment.

- **prove**

Meaning : to show after a time or by experience that something or someone has a particular quality

e.g. The dispute over rights to the song could prove impossible to resolve.

Sample answer

I believe I have what you need. The position of field service engineer requires thorough technical knowledge and effective interpersonal skills to ensure customer satisfaction. My track record during my five years with XYZ Corporation proves that I possess all of them. In addition, I share the same values as your team—hard work, customer focus, and commitment to quality. This interview has convinced me that I'm a good fit.

Vocabulary

massive / investment / dispute over / thorough / ensure / convince

Question3

Why do you want to work for us? (What is your ideal job?)

Why do they ask this question?

Even if you're interviewing just for practice, make sure you have a good answer-preferably two or three reasons you'd love to work for that company. If you don't seem to be taking the interview seriously, the interviewer won't take you seriously, and you won't even get good practice.

Useful expression

• **possess**

Meaning : to have a particular quality

e.g. Sales managers must possess strong leadership qualities.

• **allow**

Meaning : to make it possible for someone to do something, or to not prevent something from happening

e.g. The website allows consumers to compare the prices of all energy and telephone providers.

Sample answer

This is exactly what I want to do. As you can see in my resume, I possess all the skills required and I'm well-qualified for the position. It seems like a perfect fit. My career goal is to become a CFO and this job would allow me to develop my potential to reach that goal.

Vocabulary

practice / potential

Question4

Where do you see yourself in five years?

Why do they ask this question?

Employers ask this question to find out if you are a self-starter or if you passively respond to what happens. You may want to have several scenarios for five years from now to use in different kinds of interviews. Or you may want to say, “Well, my goals may change as opportunities arise. But right now, I want to...”

Useful expression

- **depend on**

Meaning : to be decided by or to change according to the stated thing

e.g. Whether or not we go to Mexico for our holiday depends on the cost.

- **room for**

Meaning : opportunity for doing something

e.g. I feel the company has little room for manoeuvre.

Sample answer

That really depends on the company I join. I'd like to take a position offering some challenging responsibilities that will give me room for growth. If I take the position of account executive being offered today, I'd like to be an assistant sales manager in five years and a real expert in digital media sales. And possibly a sales or district manager in ten years.

Vocabulary

passively / manoeuvre / executive

Question5

What have you done to learn about this company?

Why do they ask this question?

An employer may ask this to see what you already know about the company (if you've read the recruiting literature, the interviewer doesn't need to repeat it). This question may also be used to see how active a role you're taking in the job search and how interested you are in this job.

Useful expression

• **account for**

Meaning : to form part of a total

e.g. High-tech companies account for 32% of the total value of the payrolls in the area.

• **operate**

Meaning : to do business in or from a particular place

e.g. We operate in 50 countries around the world.

Sample answer

- A. I understand that you manufacture medical equipment and that CT scanners are the main product. Exports account for 40% of your total sales. I find it particularly exciting that you have recently entered the Chinese market. I'd be excited to be a member of your team, helping to develop the new market by utilizing my Mandarin skills.
- B. Best Tech is a full-service provider of cloud-based supply chain applications. The company's revenue reached \$1 billion last year, doubling over the last two years. The customers include major manufacturers like ABC, JKL and XYZ. The company operates in the U.S., Asia and Europe and its products are available in four languages. Best Tech has been operating in Japan for less than a year and I would love to contribute to making its Japanese operations successful.

Vocabulary

employer / literature / form / utilize / cloud-based / revenue / doubling

Question6

Why you left your last job?

Why do they ask this question?

The more you try to figure out the answer (prior to the interview), the higher are the chances you'll be answering it perfectly! And always bear in mind that the key to success here is to keep your reply positive, clear and brief. Unlike other questions where the motivation may be to throw a curve ball and watch your reaction, this question is more likely meant to frankly assess why you're back on the job hunting spree. So, you need to utilize it to create another opportunity to show your interviewer that you are the best candidate for this job.

Useful expression

- **contribution**

Meaning : money, support, or other help

e.g. He made a substantial contribution to the building fund.

- **be on good / bad / excellent terms (with somebody)**

Meaning : to have a good(bad / excellent) relationship with somebody

e.g. He is on excellent terms with all of the sales staff.

Sample answer

- A. I've enjoyed working at Pacific Chemicals. I've learned so much over the last three years. However, I feel I've learned as much as I can as a customer service representative. I'd like to be able to grow and want more challenges, but that doesn't appear to be the situation there, at least for the foreseeable future. I thought the advertised position would be a great opportunity for me to apply my sales support skills and make a positive contribution. Could you tell me more about the position?
- B. The job and the company have been wonderful. I've learned a lot about the office equipment industry and have made some significant contributions by developing a new OEM partnership. My employer is happy with my work, but recognizes that they have no position available for me to continue growing. We are parting on good terms. I'll always value the experience I acquired there and will be able to utilize it in this job.

Vocabulary

brief / frankly / assess / spree / substantial / representative / foreseeable

Question 7

What is your greatest strength?

Why do they ask this question?

Employers ask this question to give you a chance to sell yourself and to learn something about your values. Pick a strength related to work, school, or activities: "I'm good at working with people." "I really can sell things." "I'm good at solving problems." "I learn quickly." "I'm reliable. When I say I'll do something, I do it." Be ready to illustrate each with a specific example of something you've done.

Useful expression

- **entrust**

Meaning : to give someone a thing or duty for which they are responsible

e.g. He entrusted the arrangement of a mortgage to a local firm of financial advisers.

- **complete**

Meaning : to finish doing something

e.g. John has completed 15 marathons.

Sample answer

I have a strong work ethic and when a job is entrusted to me, I will not simply try to finish it well before the deadline, but also in the best possible way. In fact, this has earned me bonuses for several years as I have completed 3-4 projects every year at least a week before the deadline.

Vocabulary

mortgage / ethic

Question 8

What is your greatest weakness?

Why do they ask this question?

Use one of the following three strategies:

a. *Discuss a weakness that is not related to the job you're being considered for and which will not be needed even when you're promoted. End your answer with a positive that is related to the job.*

e.g. For creative job in advertising: I don't like accounting. I know it's important, but I don't like it. I even hire someone to do my taxes. I'm much more interested in being creative and working with people, which is why I find this position interesting.

b. *Discuss a weakness that you are working to improve.*

e.g. In the past, I wasn't a good writer. But last term I took a course in business writing that taught me how to organize my ideas and how to revise. I may never win a Pulitzer Prize, but now I'm a lot more confident that I can write effective reports and memos.

c. *Discuss a work-related weakness.*

e.g. I procrastinate. Fortunately, I work well under pressure, but a couple of times I've really put myself in a bind.

Useful expression

• **so that**

Meaning : we use so that to talk about purpose. We often use them with modal verbs (can, would, will, etc.).

e.g. I'll go by car so that I can take more luggage.

• **expectation**

Meaning : what you believe or hope will happen in the future

e.g. Cost pressures are growing, and public and market expectations of inflation are rising.

Sample answer

I am a fairly impatient person. If things do not go perfectly when I delegate work, then it is possible for me to do the work myself. However, I ensure I do a lot of prep work so that the person to whom I delegate the work rarely falls below my expectations.

Vocabulary

revise / procrastinate / in a bind / impatient / delegate / prep

Question9

What two or three accomplishments have given you the greatest satisfaction?

Why do they ask this question?

Pick accomplishments that you're proud of, that create the image you want to project, and that enable you to share one of the things you want the interviewer to know about you. Focus not just on the end result, but on the problem-solving and thinking skills that made the achievement possible.

Useful expression

• **increase**

Meaning : to become larger in amount or size, or to make something do this

e.g. This process greatly increases manufacturing speeds.

• **satisfy**

Meaning : to please someone by giving the person something that is wanted or needed, or to make someone feel pleased because a particular desired result has happened

e.g. Giving the baby her bottle seemed to satisfy her, and she stopped crying.

Sample answer

Yes, from when I worked for ABC Chips. As an application laboratory engineer, I devised a new semiconductor-manufacturing process that was more efficient and satisfied customers. I also helped increase our sales to Best Products successful incorporation of customer feedback into product design. Thirdly, I successfully introduced ABC's next-generation product to the Japanese market. There was a strong competitor through effective cooperation between the marketing and engineering groups.

Vocabulary

devise / semiconductor-manufacturing / successfully

Question10

What questions do you have?

Why do they ask this question?

This gives you a chance to cover things the interviewer hasn't brought up; it also gives the interviewer a sense of your priorities and values. Don't focus on salary or fringe benefits.

Useful expression

- **kind**

Meaning : a group with similar characteristics, or a particular type

e.g. What kind of thing is it?

- **expect**

Meaning : to expect is also to ask for something to happen because you think you have a right to ask for it

e.g. The boss wants me to work this weekend – that's expecting a lot!

Sample answers

- What would I be doing on a day-to-day basis?
- *What kind of* training program do you have?
- How do you evaluate employees? And how often do you review them?
- Where would you *expect a new trainee to* be three years from now?
- What happened to the last person who had this job?

Vocabulary

priority / fringe / day-to-day / evaluate / trainee

Question11

What if you do not get this job?

Useful expression

• ***discourage***

Meaning : to cause someone to feel less confident or less hopeful

e.g. She sometimes got discouraged about her social life, which was going nowhere, she felt.

Sample Answer

Well, I am not one to be discouraged easily. I will request feedback and learn from my mistakes and move on in life. Also, I will continue to keep a lookout for any challenges ahead of me.

Vocabulary

nowhere / keep a lookout for

Question12

Do you prefer working as a member of a team or would you rather work alone?

Useful expression

• **essential**

Meaning : very important or necessary

e.g. Computer literacy is becoming as essential as the ability to drive a car.

Sample Answer

I like both, depending on the situation. The success of an organization requires orchestrating the talents and efforts of many people. To complete almost any project, it is essential to work as a team. I have completed many team projects successfully throughout my career. While teamwork is very important, I can work just as well alone. I have done a number of research projects by myself that required laser-like focus.

Vocabulary

literacy / orchestrate

Question13

There is one instance in your previous history that shows you have not got promoted despite working at the place for over 5 years. Why is that?

Useful expression

• unparalleled

Meaning : having no equal; better or greater than any other

e.g. We have an unparalleled record of solid growth.

Sample Answer

Today, the company you are talking about is doing very well. However, when I was working there, layoffs were common and holding onto the job was a huge achievement. Still, the skills and knowledge that I picked up from that place are unparalleled and the experience was wonderful despite the glaring absence of a promotion.

Vocabulary

instance / solid / layoff / glaring

Question14

Suppose you owned a company that was manufacturing a product, which was not relevant in the market anymore, what would you do?

Useful expression

- **encourage**

Meaning : to help someone to feel confident and able to do something

e.g. Our parents always encouraged us to ask questions.

Sample Answer

I would search the globe for a new market while I encourage my engineers to tweak or change the product to suit the new demands of the existing market.

Vocabulary

relevant / globe / tweak

Question15

You are 35(40)-plus now. Why do you want to start at the entry level?

Useful expression

• **philosophy**

Meaning : a philosophy is the beliefs you have about how you should behave in particular situations in life

e.g. It was always my philosophy to pay my debts promptly.

Sample Answer

It is a commonly accepted philosophy that sometimes may have to move a step back to advance forward. And that is what I am doing. The industry I worked for until now is quite different from this and it makes a lot of sense to work my way up from the bottom to ensure that I have a total understanding of the job and can give my best to it.

Vocabulary

start at / entry level / belief / promptly / work up

Question16

Why did you have to take such a long break from work? Why do you want to get back to work now?

Useful expression

• for the sake of

Meaning : because of, or for the purpose of something

e.g. Let's not disagree for the sake of a few dollars.

Sample Answer

I quit my job earlier for the sake of my newborn baby. My spouse was on a 24/7 job and one of us had to sacrifice time for our child and I chose to. Now that my child is old enough to manage independently, I am happy to get back to work as I really miss the work.

*It is important to tell the truth and not an excuse. Just be frank, while also being appropriate while answering the question. For example, saying you had personal or a family tragedy for instance, is completely fine to say. Remember to not ramble about personal stories. Keep it succinct and professional.

Vocabulary

sacrifice / excuse / tragedy / ramble / succinct

Question17

Why did you choose your major?

Useful expression

• **prepare**

Meaning : to make or get something or someone ready for something that will happen in the future

e.g. The Southeast prepared for the worst as the hurricane turned toward the Atlantic coast.

Sample Answer

I chose English as my major because I always wanted to work in international business and English is the language of the global marketplace. As our economy becomes increasingly global, I think English is a basic skill that is required for almost any professional. I took many business English classes to prepare myself for the business world.

Vocabulary

major

Question18

In what kind of work environment are you most comfortable?

Useful expression

• *perform well / badly*

Meaning : to operate / not operate in a satisfactory way

e.g. The equipment performed well during the tests.

Sample Answer

I function best in a positive but competitive environment. I come from a sports background, so I perform well when the adrenaline is pumping, but I've also found that in most cases, encouragement and positive thinking lead to optimal performance. So, I want to feel like the starter's gun just went off when I begin my workday, that I'm off and running, but I also want upbeat people beside me and all around me, if possible. That would be ideal.

Vocabulary

function / pumping / optimal / starter's gun / upbeat

Question19

How many hours can you put in each week?

Useful expression

• **improvement**

Meaning : the process of making something better or of getting better

e.g. We made some improvements to the house before selling it.

Sample Answer

I usually work long hours. During the additional time I work, I try and see if there are some improvements I can make for my clients. When customers see my work, they are left with no doubt that it is my company that has done their work.

Vocabulary

additional

Question20

Can you work under pressure?

Useful expression

• ***face***

Meaning : to deal with a difficult situation

e.g. They are faced with major financial problems.

Sample Answer

Definitely. In my current position, I *face deadlines* constantly. I try to start on each project early so that I can avoid last-minute stressful situations. But sometimes they aren't avoidable — reports have to be finished on time and I know I can meet the deadline. I have lived through many deadlines and never missed one for the past ten years.

Vocabulary

constantly / last-minute

Question21

What motivates you?

Useful expression

• motivate

Meaning : to make someone eager to do something

e.g. She managed to motivate staff to work together after the merger.

Sample Answer

A hardworking team motivates me greatly. I am motivated by the applause I get when I do a presentation well. I am motivated by results and enthusiastic to do more. Learning new things works always motivate me to get things done right.

Vocabulary

merger / applause / enthusiastic

Question22

Have your mistakes taught you any lesson?

Useful expression

• learn to

Meaning : to get knowledge or understanding of facts or ideas or of how to do things

e.g. I learned to drive when I was 16.

Sample Answer

Oh yes, my mistakes were my most successful teachers. The lessons from my mistakes have made me very sensitive to issues that may sneak up on me. I have learned to be keenly aware of these stealthy issues and have learned to counter them well. My mistakes have taught me more humility, more restraint and more tolerance towards others' mistakes.

Vocabulary

sneak up on / keenly / stealthy / humility / restraint / tolerance

Question23

Give us an example of how you managed a tricky situation at one of your previous jobs.

Useful expression

- **carry out / complete an assignment**

Meaning : finish a task or a piece of work that is given to someone to do, often for a limited period of time

e.g. Solving the industry's infrastructure problems while satisfying shareholders is going to be a tough assignment to complete.

Sample Answer

When my first boss hired me, he had already planned to retire within a few days after he hired me. He simply passed on all his assignments to me. I completed the assignments and left them on his desk a week prior his resignation. I also forwarded the same completed assignments to the new boss to ensure a smooth transition to my new supervisor. This kept both the boss and the other people content.

Vocabulary

tricky / infrastructure / shareholder / pass on / prior / resignation / forward

Question24

What do you think is more important for success in the workplace, skill or luck?

Useful expression

• *play a role in...*

Meaning : implement the duty or use that someone or something usually has or is expected to have

e.g. Bouchard hopes to play a key role in Quebec's future.

Sample Answer

I think it is normal for people to say that skill is more important than luck for success. However, I have always believed that both aspects play an important role in the success of an individual. You need luck for good opportunities to come along and you need the skill to grab and hold onto some of those opportunities. Furthermore, I believe luck arises when skill, practice, and perseverance have occurred.

Vocabulary

implement / aspect / come along / hold onto / perseverance

Question25

What do you think you do best?

Useful expression

• **praise**

Meaning : things that you say that express your admiration and approval of someone or something

e.g. They deserve praise for all their hard work.

Sample Answer

I'm good at organizing thoughts and ideas and putting them in writing. Writing business plans and proposals comes very easy to me. I always receive praise for my business plans and proposals from my bosses and clients.

Vocabulary

admiration / approval / deserve

Question26

How did you solve problems in your previous jobs?

(Note to reader : For this, be prepared with a couple of answers along with detailed explanations. It would be nice to elaborate a little though it is equally important to ask permission if the time taken to answer this question is going to be longer than normal.)

Useful expression

- ***solve...on one's own***

Meaning : to find an answer to a problem alone

e.g. In the end they solved their problems on their own.

Sample Answer

I would arrive early in the morning just to get settled and then the first thing I would do is to look at my calendar and daily tasks I would need to accomplish for my day. Usually, if there were any problems I would encounter, I would first try to solve the issue on my own before asking my coworkers and supervisors. Depending on the problem and once I resolved the issue, I would take notes on and write down steps for future related problems to ensure efficiency when the same issue arises again.

Vocabulary

elaborate

Question27

Do you believe you are a leader?

Useful expression

• talk sense

Meaning : to speak in a reasonable way

e.g. It's good to hear someone finally talking sense on this issue.

Sample Answer

Yes, undoubtedly. I am a great listener but can talk sense into people as well. I love following big ideas but also know when to be practical and sensible.

Vocabulary

undoubtedly / sensible

Question28

What do you see as a disadvantage in the position you have applied for?

Useful expression

• **challenge**

Meaning : a job or situation that is difficult because you must use a lot of effort and skill in order to be successful

e.g. The weakness of the dollar could pose a challenge to the company's expansion plans.

Sample Answer

I believe that collaborating with people from different time zones and geographical zones is going to be a challenge. However, modern-day collaborative tools such as video conferencing, faxes, emails, etc. will easily help me overcome these challenges.

Vocabulary

the weakness of the dollar / time zone / geographical zone

Question29

Can you give an example of an unpopular decision you took?

Useful expression

• *despite*

Meaning : without taking any notice of or being influenced by, not prevented by

e.g. He managed to eat a big lunch despite having eaten an enormous breakfast.

Sample Answer

At one workplace, I had a boss who managed four different offices and was really short on time. He wanted me to play the role of a quasi-boss during his absence. I did not agree to this as I already knew the fate of several quasi-bosses that he had appointed unofficially with neither a new formal contract nor an official announcement. Despite knowing that this would anger him, I flatly refused, saying that I would take on the role only if he made an official announcement and made suitable changes in my contract. It did make my life more difficult than before at that office, but I am glad that I chose to be upfront and honest with my boss rather than agree to present an ingratiating attitude.

Vocabulary

enormous / quasi / flatly / upfront / ingratiating

Question30

What would be your definition of a dream job?

Useful expression

• intend to

Meaning : to have as a plan or purpose

e.g. We intend to go to Australia next year.

Sample Answer

This (current job you applied for) is what I hope and believe will be my dream job. I intend to use all my skills and knowledge gained until now for the growth and development of this company.

Vocabulary

definition

Question31

In what ways do you handle stress?

Useful expression

• **shake off**

Meaning : to get rid of an illness

e.g. I hope I can shake off this cold before the weekend.

Sample Answer

I love music. And I am learning to play the piano. My biggest stress buster has been listening to music. When I am at home and can play the piano, I do use my playing to relieve stress. I also enjoy reading thrillers and solving murder mysteries helps me relieve stress. In an office environment, I simply go for a 10-minute walk in the outdoors to shake off stress.

Vocabulary

get rid of / buster / relieve

Question32

Would you get permission from your boss to try out something new or would you like to be free from such red-tape measures?

Useful expression

- **venture into**

Meaning : to start a new activity, start thinking in a new way, or start doing an activity in a new place

e.g. There are some excellent deals for new investors venturing into the electronic marketplace.

Sample Answer

To me, it's always important to ask my supervisor if it's okay to venture into new assignments or tasks that would help the company perform better. After some time have past, maybe 6 months, and building good rapport with my supervisor, I would only try out something new if I were fully confident if it would impact the company in a positive direction.

Vocabulary

red-tape / rapport

Question33

When do you think it is right to break a confidence?

Useful expression

• confide in...

Meaning : to share your feelings and secrets with someone because you trust them not to tell other people

e.g. She's nice, but I don't feel I can confide in her.

Sample Answer

I will not hesitate to break the confidence of a friend or colleague if he or she has confided in me that he/she has done something illegal.

Vocabulary

hesitate / illegal

Question34

Did you increase sales or profits in your last job?

Useful expression

• result in

Meaning : to cause a particular situation to happen

e.g. Team work at its best results in a synergy that can be very productive.

Sample Answer

As regional manager, I led my team to exceeding its sales goals every quarter. I also took a lead role in a restructuring of our sales teams 18 months ago, from a regional to a product-focused strategy that has resulted in 12% annual growth from flat sales in recent years.

Vocabulary

synergy / exceeding

Question35

What is the worst thing you have done and managed to get away with?

Useful expression

• use to

Meaning : referring to things in the past which are no longer true or repeated actions

e.g. He used to play football for the local team, but he's too old.

Sample Answer

When I was in elementary school in 2nd grade, I use to struggle during math class and when the report card came, we had to have our parents sign it and return to the teachers. Needless to say, since I was disappointed at myself, I forged my parent's signature on the report card. Being naive, I was caught by my teachers and parents and I was grounded for 2 weeks! I realized what I was doing was wrong, but that experience helped me fully understand the gravity of responsibility.

Vocabulary

refer / struggle / naive / ground / gravity

Question36

Could you sell me this eraser?

Useful expression

• expenditures

Meaning : the total amount of money that an organization or person spends

e.g. We're primarily concerned with keeping expenditure down

Sample Answer

This is widely used at all offices around the world, especially at offices of designers because of high cost performance and durability. It will help you decrease expenditures for office supplies. In addition, the larger size means that it is easier to keep track of, and the white color is coordinated to match the rest of your office furniture.

Vocabulary

durability / keep track of / coordinate

Question37

What do you dislike about your current job?

(Note to reader : Again avoid complaining about anything or anybody. Simply convert your negative feelings into positive ones and then answer the question. You could say that the team you work with and your supervisor are great and you are enjoying working there.)

Useful expression

• mundane

Meaning : ordinary and not interesting in any way

e.g. The show was just another mundane family sitcom.

Sample Answer

The only thing I believe I do not like in the current job is that there is nothing left to challenge me. I like new challenges that will enable me to use my mind and also, keep things fresh around the office space. Tasks that I have successfully completed can get mundane so I like finding new challenges that will make me become a better employee.

Vocabulary

convert / sitcom

Question38

What do you think of your boss?

Useful expression

• fortunate

Meaning : receiving or bringing a good thing that was uncertain or unexpected

e.g. You're fortunate to have found such a pleasant house.

Sample Answer

My boss is a great person to work for. She is a dedicated professional with profound industry knowledge and experience. She is also a great manager who knows how to motivate and mentor her subordinates. She is probably one of the most competent and popular managers in our company. I feel fortunate to be able to work for someone like her.

Vocabulary

dedicate / profound / mentor / subordinate / competent

Question39

How would you like to describe your career goals?

(Note: it might be a good idea to start with short-term goals and then move on to the long-term goals. Explain how you plan to achieve these goals and do not hesitate to include any courses that you would like to take to achieve these professional goals.)

Useful expression

• enhance...skills

Meaning : to improve the quality, amount, or value of something

e.g. The convention is an opportunity to enhance your business knowledge and polish your networking skills.

Sample Answer

My career goals include working for a mid sized engineering company like yours, and gaining valuable work and business experience to work up the company ranks such as managerial and director positions. Furthermore, I would like to enhance my computer technical skills like many of the senior directors here by learning how to use Oracle. I would take an online course and gain the proper certification to achieve this.

Vocabulary

convention / managerial / certification

Question40

What is your measure of success?

Useful expression

• mean

Meaning : to represent or express something intended, or to refer to someone or something
e.g. These figures mean that almost 7% of the population is unemployed.

Sample Answer

I measure success depending on the scenario. At work, success would mean promotions, added responsibilities and more income. On the personal front, success could mean spending quality time with family and friends. Success could also mean being remembered for giving your best shot at everything you do.

Vocabulary

measure / intended / figure / front / give a shot at

Question41

What is your next step?

Useful expression

• be (one's) focus

Meaning : the main object or interest, or the attention given something

e.g. Education is the current focus of public debate.

Sample Answer

I believe in taking small and sure steps. So, once I have established my position and reputation in this company, then I would like to look further. At the moment, working on giving my best to this job is going to be my only focus.

Vocabulary

current

Question42

Are you here to take my position?

Useful expression

• **take over...**

Meaning : to begin to have control of something

e.g. The firm was badly in need of restructuring when she took over.

Sample Answer

Yes, very much. I hope to take over your position in about 4-5 years by which time you will become the CEO and you will need a trusted person in your old job.

Vocabulary

in need / restructuring

Question43

Who do you think are our three major competitors? (Do they have any advantages over our company?)

Useful expression

• **surpass**

Meaning : to do or be better or greater than something

e.g. The quarterly sales figures have surpassed everyone's expectations.

Sample Answer

Best Product, Would Product and Japan product. They have larger market shares and enjoy greater name recognition, but histories and are more established; yet ABC is younger and more dynamic. As long as ABC continues to introduce more innovative products, it is only a matter of time before ABC catches up and surpasses them.

Vocabulary

competitor / quarterly / enjoy / recognition / catch up

Question44

How would you handle a situation in which the person you are working with takes all credit?

Useful expression

• **arrive at...**

Meaning : to reach an agreement about something

e.g. We all argued about it for hours and eventually arrived at a decision.

Sample Answer

I would first publicly credit her own ideas as this will kind of make her obliged to return the favor. Otherwise, we could arrange to present each of our ideas separately to the boss. I could openly discuss my feelings of resentment and arrive at an amicable solution.

Vocabulary

take all credit / argue / eventually / publicly / oblige / resentment / amicable

Question45

What interests do you have outside work?

Useful expression

• **sense**

Meaning : an awareness of something, or an ability to do or understand something

e.g. I have a very bad sense of direction.

Sample Answer

- A. I work out at a gym three times a week. After lifting weights for about an hour, I swim for half an hour. I have been doing the workout for the last 15 years. It's also a great way to refresh my self after a day's work.
- B. I jog every morning. I have participated in several marathons, including the Honolulu marathon. I'm not even close to being a top runner, but it feels really good to finish. It gives me a sense this. Why am I doing this? I say to myself, "I should do better next time. I'd better continue to train."

Vocabulary

work out

Question46

How do you feel about working overtime?

Useful expression

• *put off*

Meaning : to decide or arrange to delay an event or activity until a later time or date

e.g. The meeting has been put off for a week.

Sample Answer

- A. My focus is not on the time I spend as work, but the result I'm expected to produce. I'm extremely result-oriented. I'm willing to invest whatever time it takes to produce the results.
- B. When I'm given a task to complete, I do so as soon as possible, even if that requires overtime. If there is something I could finish today, I'd rather finish it than put it off until tomorrow.

Vocabulary

extremely / result-oriented

Question47

What important trends do you see in our industry?

Useful expression

• replace

Meaning : to change something that is old, damaged, lost, etc. for something newer or better
e.g. The machines were too expensive to replace.

Sample Answer

The first trend is, as you know, stronger government environmental regulations. They are driven by public health concern and stricter export requirements. The U.S. and Europe are implementing more environmental regulations. This has resulted in a stronger push by customers for environmentally-friendly alternatives. The second trend is the improvement in local Chinese producers' technology due to their differentiation for high profitability and improved efficiency. As a result, imported products are constantly replaced by locally manufactured products.

Vocabulary

trend / regulation / driven by / export / alternative / import

Question48

What do you think it takes to be successful in this position?

Useful expression

• what it takes

Meaning : everything that is needed

e.g. They run health fairs at high schools where teenagers learn about what it takes to take care of a body.

Sample Answer

I believe extensive experience in marketing and public relations is essential to succeed in the position. The position requires planning and implementing innovative consumer campaigns. Good organizational and communication skills are also required as it involves joint market programs with business partners. The ability to manage multiple marketing projects simultaneously and to control substantial budgets is a must, as these things could get out of control in a fast-paced environment like yours, based on my experience. Plus, you need the desire to excel at what you do and a commitment to the organizational goal. As you can see in my resume, I possess what it takes to be successful in this position.

Vocabulary

extensive / organizational / multiple / simultaneously / excel

Question49

May we contact your present employer?

Useful expression

• ***once***

Meaning : as soon as, or when

e.g. Once you've tried their ice cream, you'll be back for more.

Sample Answer

- A. Not at this moment because I haven't told my employer about this yet. Once I receive a firm offer, I will tell the employer and then you can contact them to verify the information I've given to you.
- B. I'd like to keep this confidential until we have established a serious mutual interest. At that time, I will be pleased to furnish you with whatever references you need from my prior employers.

Vocabulary

verify / confidential / furnish

Question50

Are you a “managing up” person or “managing down” person?

Useful expression

• *be successful in / with*

Meaning : *achieving the results that were wanted and hoped for*

e.g. The company was successful in its bid.

Sample Answer

I personally believe that if I do not know how to do the former, I can never be successful with the latter. I am flexible and can manage both ways.

Vocabulary

managing up / managing down / bid / flexible

Discover yourself
Job Interview
Polish your answers

*You have prepared yourself for a variety of expected questions at interviews.
Prior to presenting them to the employers though, you have to go through the below steps.*

1. Are they *TURE SELF* in the first place?

-Do the answers you have prepared accurately reflect yourself?

2. Are you choosing the easy expressions in your answers?

-Make your answers as much easier for the employers to grasp as possible.

3. Are there any room to make your answers much more concise so that the employees can easily understand them?

-The employees are very much likely to lose their attentions to your wordy answers. There is no need to beat around the bush. Just go directly to the point.

4. Do you correctly pronounce your answers in a way that the employers can easily get them?

-You can let them understand you only when you can express your answers appropriately.

5. Do you perform well at your job interviews?

-Can you answer to the questions assuming that your teacher is an employer?

6. Have you practiced the answers you have prepared to the point that you no longer have any difficulties in your job interview?

-Practice them over and over again. That would surely boost your confidence as well as the quality of your answers.

If you are done with them, now you are ready for your interviews.

Vocabulary

prior to / grasp / concise / wordy / beat around the bush / appropriately