

# GLOBAL TALK

Serving James English School  
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since 2005

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面接試験に臨むコツを青森校のJosephをご紹介します。

**I**t's that time of year again. Students are busy getting ready for their exams and graduation ceremonies will be here soon. College graduates, meanwhile, will start their careers this April. That is, of course, if they can survive the job interview.

Job interviews are used by companies all over the world to find the best new employees. In the United States, most job interviews take place one on one between an **interviewer** and an **interviewee**. It can be a scary situation, but it doesn't have to be if you know what to do. Here are three of the most important points.

First and **foremost**, don't be nervous. Companies want their employees to be confident and ready to meet difficult challenges that may come up at the workplace. Being nervous during an interview will make the interviewer think you can't handle such situations. Just relax, smile and be yourself.

Second, tell the interviewer about any prior work experience, including any earned at part time jobs. You will most likely bring a **resume** with you to the interview, but the company wants to know about what you have done in the past and how you can use this experience in your new job. Perhaps you dealt with a particularly difficult customer or situation. Tell the interviewer how you solved the problem and what you learned from it.

- cont. on the right

-- cont. from the left

Finally, explain your interest in the company. The interviewer will be very impressed if you identify the reasons why you want to work for them. In addition, if you ask questions about how the company's policies or new products are doing, the interviewer will think you have a real desire to work for the company. After all, if you don't have any interest in what the company is doing, then you probably shouldn't be trying to get a job with them.

Job interviews are not the easiest things in the world. In fact, some of us have probably **bombed** one or two. If you can show the interviewer that you're confident, experienced and have a definite interest in the company, though, you are sure to succeed.



### 読み解きのヒント

interviewer	面接をする人	resume	履歴書
interviewee	面接を受ける人	bombed	失敗した
foremost	最も重要なこととして		

## Job Interviews

Joseph Litsch / James English School Aomori

～求人広告～

求人広告で頻繁に使われる語彙をチェックしてみましょう

**Location(所在地):**  
El Segundo, CA 90245

**Base Pay(基本給):**  
\$70,000 - \$80,000 /Year (年給)

**Employee Type(雇用形態):**  
Full-time employee(正社員)

**Industry(業界):**  
Electronics (電気機器)

**Education(最終学歴):**  
4 year degree (大学卒)

**Job Type(職種):**  
Engineering (エンジニア)

**Experience(経験):**  
At least 5 year (s)

※基本給  
\$23.67 - \$39.44 /Hour (時給)

※雇用形態  
contractor (請負・契約社員)

※業界  
service (サービス)  
manufacturing (製造)  
trade/distribution (販売)  
financial (金融)  
building (建設)  
real estate (不動産)

※最終学歴  
Graduate degree (大学院卒)  
High school (高校卒)  
Not specified (不問)

※職種  
office clerk (事務員)  
sales person (営業)  
manufacturer (製造業者)  
seller/supplier/dealer (販売業者)

### お薦めホームページ

～“伝わる”表現を磨こう～



おとなの小論文教室  
感じる・考える・伝わる!

<http://www.1101.com/essay/index.html>

小論文の添削指導に携わり、現在は講演活動も行っている山田ズーニーさんのコラムです。自身の体験や読者の反響・体験を織り交ぜ、論理的に考え、相手に伝えるヒントが書かれています。関係を修復する、人を説得する等身近なテーマが取り上げられており、“伝わる”コミュニケーションスキルを身に付けたい方におすすめです。

～ Answer key ～

- ▶ 推薦状を同封する   enclose letters of reference
- ▶ 履歴書を添付する   attach one's resume
- ▶ 要件を満たす       fulfill the requirements
- ▶ 面接を行う         conduct an interview



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Get ready for an interview

語句を組み合わせて日本語の意味をあらわす表現をつくりましょう

- |         |   |                      |
|---------|---|----------------------|
| Conduct | ・ | letters of reference |
| Fulfill | ・ | one's resume         |
| Enclose | ・ | an interview         |
| Attach  | ・ | the requirements     |



- |            |            |
|------------|------------|
| ▶ 推薦状を同封する | ▶ 履歴書を添付する |
| ▶ 面接を行う    | ▶ 要件を満たす   |