

Cloze Exercise

Interview with Christine, Job Recruiter

Interviewer: Nice to meet you.

Christine: Nice to meet you, too

1 - What's important about filling out a job application?

Christine: Well, you want to _____ sure that you fill it out *completely*. You want to fill out each one of the _____ as *precisely* and *accurately* as possible. If you have an _____ to submit your resume, you always want to _____ your resume.

2 - What information should I include on a resume?

Christine: First off, name, address, _____ number, cell phone number if you have it, and email _____. If you don't *capture* the recruiter and the reader in the _____ half of that first page, they're not going to _____ any further.

3 - What if you have no work experience?

Christine: If you have no _____ experience at all, my suggestion is to get very good at _____, Excel, Power Point, maybe Access or QuickBooks. But as soon as you have Word and Excel *under your belt*, you _____ are *placeable* in employment. You can do *entry-level* data entry, perhaps at a _____.

4 - What is a good way to prepare for an interview?

Christine: You want to prepare for an interview by researching the _____ that you have the interview with. The Internet is probably the best way to go. You get on the site - the company site. You can look up a little _____ about them. Each company always has a little bit of history about their company on the _____ websites, so _____ that, so you are a little bit *in the know* as to what's going on with that company.

5 - What specific information should I look for about a company?

Christine: OK. Maybe when the company was *founded*, you know, what _____ it was *founded*, how the company is doing. I actually interviewed a _____ man who was wonderful, and I loved his *enthusiasm* and his *passion*, and, for that, he got _____. But he actually taught me things about the company that I didn't even _____.

6 - How should I dress for an interview?

Christine: You always want to dress *in a professional manner*. You want to be *clean-shaven*; you want to _____ a shirt and a tie if you're a gentleman. You don't have to wear a suit, but you do need to be *crisp* and _____, your hair out of your face, you know, your hair _____. A pair of _____ pants or a skirt is also good.

7 - What questions could I ask in an interview?

Christine: You want to make sure not to bring up _____. But ask questions about the company, the *culture of the company* - are you going to be _____ by yourself or are you going to be working *in a team environment*. A job is a lot more than a paycheck, so it's very, very important to find out the things that are important to you. An _____ is really a conversation between two people.

8 - Do you have any other tips or suggestions?

Christine: Well, I always tell people to make eye contact and _____ and extend their hand when they first get to an interview. Don't _____ cigarettes about an hour before you go to an interview. Take a mint, you know, so that you've got nice breath and you're not offensive in any way. I always say don't wear too much perfume or too _____ jewelry because sometimes jewelry makes noise and that can be *distracting* sometimes. I feel it's very important for you to have as much say as the person who's interviewing you. And so, if you've done your research on the website - hopefully you've come up with some _____ about the company that are of interest to you. And you can _____ those questions at that time.

9 - What do you say at the end of an interview?

Christine: The person who's interviewing you will say, "Thank you very _____, but I do have other people to interview" and at that point you can _____ up, thank them again for their time and say that you hope to hear from them _____.

Extra Tip

Christine: Send a *handwritten* thank you note. I personally get about _____ emails a day. If I get a handwritten little note, and it just needs to say, "Thank you so much for your _____. I really enjoyed the interview. Your company seems like a great fit for me. I'm very _____ in the *position*. *Warm regards*," and your name, and they will all be very **impressed** that you've taken the time out to _____ a handwritten letter, and sent it off.

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2. What information should I include on a resume? **Christine:** First off, name, address, telephone number, cell phone number if you have it, and email address. If you don't *capture* the recruiter and the reader in the top half of that first page, they're not going to read any further.

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