

# Vokabelliste – Englisch im Vorstellungsgespräch

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## All about your application – Rund um die Bewerbung

▪ Application	Bewerbung
▪ Applicant / Candidate	Bewerber
▪ To apply	Bewerben
▪ Cover Letter	Bewerbungsschreiben
▪ CV (Curriculum Vitae) / Resumé	Lebenslauf
▪ Letter of recommendation	Empfehlungsschreiben
▪ References	Referenzen
▪ Certificate of employment / Testimonial	Arbeitszeugnis
▪ Human resources (HR)	Personalabteilung
▪ HR Manager	Personaler
▪ Boss / Superior	Vorgesetzter
▪ Position / Vacancy	Position / freie Stelle
▪ Job ad / Job advertisement	Stellenanzeige
▪ Job description	Stellenbeschreibung
▪ Job interview	Vorstellungsgespräch
▪ Interviewer	Interviewer
▪ Interviewee	Interviewter
▪ Industry / Sector	Branche
▪ Abitur / A-Levels	Abitur
▪ Apprenticeship	Ausbildung (in einem Betrieb)
▪ Graduation	Studienabschluss
▪ Graduate	Studienabsolvent
▪ Degree	Abschluss
▪ High school (US) / Grammar school (UK)	Gymnasium
▪ To enclose something / Enclosed	Etwas beifügen / beigelegt
▪ Business card	Visitenkarte
▪ Employment contract	Arbeitsvertrag
▪ Working hours	Arbeitszeiten
▪ Temporary employment	Befristeter Vertrag
▪ Suitability	Eignung
▪ Fluent in spoken und written language	Fließend in Wort und Schrift
▪ Colleagues	Kollegen
▪ Permanent contract	Unbefristeter Vertrag
▪ Entrepreneurial	Unternehmerisch
▪ Negotiations	Verhandlungen
▪ Terms of contract	Vertragsbedingungen
▪ Full-time	Vollzeit

## Present yourself – Selbstpräsentation

Equipment:	Ausrüstung:
▪ Graph / Chart	Diagramm / Schaubild
▪ Monitor / Screen	Bildschirm
▪ Projector	Beamer

▪ Slide	PowerPoint Folie
▪ Socket	Steckdose
Important keywords:	Zentrale Begriffe:
▪ Achievements	Leistungen
▪ Abilities / Skills	Fähigkeiten
▪ Experience	Erfahrung
▪ Internship	Praktikum
▪ Motivation	Motivation
▪ Occupational success	Beruflicher Erfolg
▪ Opportunity	Chance / Gelegenheit
▪ To achieve something	Etwas erreichen
▪ To gain experience	Erfahrung sammeln
▪ Self-description	Selbstvorstellung
▪ To run a business	Eine Firma leiten
▪ To initiate something	Etwas initiieren/anstoßen
▪ Ambitious	Ehrgeizig
▪ Committed	Engagiert
▪ Reliable	Zuverlässig
▪ Resilient	Belastbar
▪ Communicative	Kommunikativ

## Application Process – Der Bewerbungsprozess

▪ Application process	Bewerbungsprozess
▪ Assessment center	Assessment Center
▪ Commuter	Pendler
▪ Criterion of exclusion	K.O.-Kriterium
▪ General criteria	Generelle Kriterien
▪ Goal / Target	Ziel (-setzung)
▪ Income	Einkommen
▪ Salary (expectations)	Gehalt (-svorstellung)
▪ Job hopping / hunting	Wiederholter Stellenwechsel / Arbeitssuche
▪ Legal aspects	Rechtliche Aspekte
▪ Refusal	Absage
▪ Selection	Auswahl
▪ Telephone interview	Telefoninterview
▪ Strengths / weaknesses	Stärken / Schwächen
▪ Job interview	Vorstellungsgespräch
▪ Letter of thanks	Dankeschreiben
▪ Dress code	Kleiderordnung
▪ Trial period	Probezeit
▪ To meet demands	Anforderungen erfüllen
▪ To negotiate	Verhandeln
▪ Office	Büro
▪ Head quarter	Hauptsitz
▪ Advancement opportunities	Aufstiegschancen
▪ Job description	Stellenbeschreibung

## Phrases for Soft Skills – Phrasen für soziale Kompetenzen

- Zuverlässigkeit: My colleagues appreciated that they could always rely on me.
- Offenheit: My open-mindedness is reflected in the fact that I like to try out new methods when I have to cope with unknown professional tasks.
- Anpassungsfähigkeit: I consider myself a very flexible person as I spent two semesters abroad in countries with a starkly different culture and customs and thus know the importance of adaptability to succeed in an unfamiliar environment.
- Kommunikativ: So far, all my superiors have attested that I have strong communication skills which have proved particularly valuable when establishing a relationship with a new client.
- Belastbarkeit: Since I completed several projects with a tight deadline in my last position, I would say that I can perform well under pressure and stay calm.
- Kreativität: My distinctive creativity came in handy when I created the content for the XY brand during my last position.
- Organisationsfähigkeit: I demonstrated my organizational skills last year when I had to organize several fairs within a short time span.
- Analytisches Denken: I'm very good at analyzing complex situations and drawing the right conclusions.
- Teamfähigkeit: Several group projects during my studies have taught me the ability to work seamlessly with different types of people.
- Einfühlungsvermögen: My work as dispute arbitrator at school already showed me early on that I can empathize with other people. I have often managed to get people to open up by listening patiently and asking the right questions.
- Lernbereitschaft: I am not comfortable with staying on the same professional level and instead strive to acquire new skills, for example by seeking out new training opportunities.
- Eigeninitiative: I am capable of working on my own initiative. For instance, in my last position, I proposed the XY project to my former superior which turned out to be very successful for the company.
- Innovationsvermögen: I am able to come up with innovative ideas as shown by the number of patents claimed during my work at the XY company as head of Engineering.
- Verhandlungsgeschick: I have developed my excellent negotiation skills over the years and particularly proven them during our dealings with company XY where I was able to negotiate a discount of X percent.
- Problemlösungskompetenz: I am experienced in solving problems and very adapt at tailoring solutions to individual requirements.
- Strukturierte Arbeitsweise: My former superiors and colleagues can confirm that I'm characterized by a very structured work style.
- Zielorientiertheit: Once I have set a goal, I am extremely committed to achieving said goal.

## Angst vor dem Vorstellungsgespräch?



### Steigere die Chance auf deinen Traumjob

Beim Gedanken an ein Vorstellungsgespräch rutscht dir das Herz in die Hose?  
Keine Sorge! Mit deinem persönlichen Coaching wird das bald Geschichte sein.



Die Bewerbungsschreiber

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