

IAC2205

ENGLISH FOR AIRLINE CAREER PREPARATION

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What to Wear to Your Job Interview

Interview Attire for Men:

- Clean shaven face or neatly trimmed beard
- Two-piece suit
 - Cleaned and pressed
 - Conservative colors like navy and dark gray
- Long-sleeve shirt, even in summer
 - White or light blue solid color
- Empty pockets to eliminate bulges
- Conservative tie
- Belt matching color of shoes
- Leather shoes, black or cordovan
 - Polish night before
- No earrings
- Clean, trimmed fingernails

Tips

- Lay out your interview outfit the evening before and check for stains, tears or missing buttons.
- Make sure your interview clothing is clean and well pressed.
- Except for women's earrings, avoid body-piercing jewelry.
- Avoid perfume, cologne, and aftershave.
- Men should be clean-shaven. A carefully trimmed beard or mustache is also acceptable. Avoid stubble that looks like a few days of growth.
- If possible, cover your tattoos.
- Wear clothes that fit.
- Do not wear flashy jewelry or watches.

Interview Attire for Women:

- Two-piece, matched suit
 - Skirt should cover thighs when seated
 - Navy, black, gray or dark brown
- Tailored blouse, shell or knit top
 - Do not show cleavage
 - Avoid gaping at chest
- Leather Shoes
 - No stilettos or platforms
- Carry only one bag or tote
- Avoid perfume
- Avoid heavy makeup
- Clean, trimmed fingernails

 You only get one chance to make a good first impression with a potential employer. The clothes you wear are the first part of that first impression, so dress to impress. A business suit says you mean business, even though it may make you feel overdressed and uncomfortable. It shows that you care about making a good first impression. Thousands of people are eliminated as job candidates every week merely because they were not dressed appropriately for the interview, but a business suit is always appropriate.

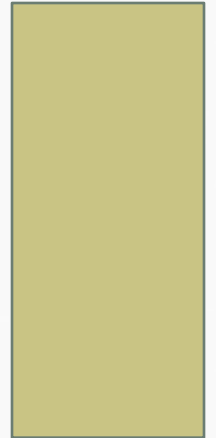
Introduce yourself in interview

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

IN ORDER TO MAKE A STRONG FIRST
IMPRESSION, YOU SHOULD:

1. PRESENT YOURSELF PROFESSIONALLY.

- ARRIVE EARLY.
- DRESS APPROPRIATELY.
- BRING YOUR RESUME.
- BE PREPARED.
- BE POLITE TO EVERYONE YOU MEET.



HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- You'll *never get a second chance* to make a great first impression.” We’ve all heard that an interviewer, or a stranger at a party, will form an impression of you, your character, your personality — an impression that is nearly indelible — all within the first 60 seconds of meeting you

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- What you will find in “introduce yourself” questions.
 - **Tell me about yourself.**
 - **Can you tell us about yourself?**
 - Where are you from?
 - What do you do?
 - What are your special skills?
 - What are you passionate about?
 - What are your future plans?

SELF INTRODUCTION (INTERVIEW)

3-Step Approach

Step 1: Who you are

Step 2: Why you're qualified.

Step 3: Why you are here.



WHO YOU ARE?

Start with sentences summarize who your are.

Hello, my name is _____. I am a reliable customer service agent with 2 years experience dealing with customer complaint.

Good morning, My name is _____.

I am a recent graduate with B.A. in Airline Business from College of Hospitality Industry Management, Suan Sunandha Rajabhat University.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- Examples of clauses to introduce yourself
- My name is.....(don't mention nickname)
I'm based in Thailand, but live in Sydney.
I'm the son of doctor, and lecturer.
I'm Thai. (Nationality)

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- Where are you from?
- I **live** in San Francisco, but I'm originally from Thailand.
- **I'm** from Bangkok. (where are you from)
- I **come** from Thailand.
- I was **born** in Bangkok. (clearer than Thailand)
- I **grew up** in Bangkok.
- I was **raised** in Bangkok.
- I **spent** my childhood in Bangkok.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- I was born in Thailand and spent my childhood growing up in many cities along the southern region of Thailand
- I've been living in Bangkok since 2018. (present per)
- I've lived in Bangkok for the past five years.
- I moved to Bangkok a few years ago.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- Talk about your *interests*.
- I enjoy *baking*,
- I love *singing*.
- I love *to play basketball*.
- *Job*
- I'm a cargo supervisor.
- I'm *the* manager of Thai Airways cargo division.
- I'm *the* owner of seafood delivery shop.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

Job

I work in Thai Airways international public company Ltd.

I work in construction.

I work for (at) the airport.

I work for the municipal in Bangkok.

I work for myself.

I am self-employed.

I run my own business.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- *Education:*
- I have a degree in Airline Business.
- I am a qualified flight attendant.
- I'm a qualified English teacher.
- If you are studying;
 - I'm studying IELTS.
 - I'm studying master degree in English for professional.
- I'm completing a bachelor degree in Airline Business.
- I'm in my final year of my bachelor degree.
- I'm nearing the end of my studies.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- Education:
- I'm currently taking an online course to upskills.

- Example:
- I'm Thai.
- I live in Bangkok.
- I'm originally from Phuket.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- **Example:**
- I'm Thai.
- I live in Bangkok.
- I'm originally from Phuket.
- I love singing.
- I'm a qualified English teacher.
- Today, I'm teaching English online.
- I'm interested in educational business in English language.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

- Examples of clauses to describe your job
 - I work at SSRU.
 - I have worked at Thai Airways in Cargo Department for 25 years/since 1994.
 - I'm responsible for managing the warehouse services.
 - I hold a master's degree in English for professional.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

Examples of clauses to describe your job

For several month, I have been working on a checked-in staff in Thai Smile airways.

Tell about you goal.

I would like to become fluent in English in the hope that I could joy with the famous and stable airlines.

WHY YOU'RE QUALIFIED?

- **List of accomplishments**
- +
- **Prove of performance**

Ex.

I have led the sales of my company for 3 years and bring in 12,000,000 Baht for the first quarter.

RULE #1:
DO NOT talk about your
personal or family life.

TIP #2:
Make your mini-stories
"achievement-oriented."

TIP# 3

Tell the employer what you **KNOW** about this role.

TIP#4

Tell the employer why you're the **RIGHT FIT** for what they need.

SAMPLE SENTENCES

I am currently in my final year of university.

I will complete my Bachelor's Degree by
December 2022

I previously worked at.....

I was responsible for.....

I am studying AB at CHM, SSRU.

I graduated B.A. (Airline Business) from SSRUIC.

B.A. = Bachelor of Arts

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

2. Use the present, past, future format.

Present statement:

- Share your title, responsibilities, and recent projects.

- If you are **transitioning**, start with your most relevant experience.

example: I'm currently an export and transit cargo warehouse manager.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

Past statement:

-explain why you pursued this career in the first place.

Example: For the past 10 years, I've worked in several career services roles including talent acquisition, coordination, career coaching and team leadership.

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

Future:

Through my experience working with job seekers, I've learned that the job search can feel isolating. No one should ever have to feel like they are in it alone.

Concisely introduce yourself in 1-2 minutes.

ACTION VERBS

- Achieved
- Administered
- Attained (to achieve)
- Built
- Coached
- Completed
- Coordinated
- Delivered
- Demonstrated
- Developed
- **Effected**
- **Established**
- **Expedited**
- **Formulated**
- **Generated**
- **Headed**
- **Implemented**
- **Improved**
- **Invented**
- **Launched**
- Led
- Maintained
- Managed
- Motivated
- Negotiated
- Organized
- Originated
- Planned
- Presented
- Proposed
- **Reorganized**
- **Researched**
- **Set up**
- **Simplified**
- **Solved**
- **Tackful**
- **Taught**
- **Updated**

SELF-DESCRIPTIVE WORDS

- Adaptable
- Analytical
- Assertive
- Confident
- Conscientious
- (put a lot of effort)
- Creative
- Disciplined
- Efficient
- Energetic
- Enterprising (good at thinking & doing esp. money)
- Enthusiastic
- Expressive
- Extroverted
- Ingenious (clearly, skillful)
- Manager
- Innovative
- Personable
- (pleasant appearance)
- Persuasive
- Precise
- Productive
- Reliable
- Responsible
- Self-reliant
- Self-starter
- Skilled
- Tactful (careful not upset s-one)
- Team player
- Technical

HOW TO INTRODUCE YOURSELF IN AN INTERVIEW

3. How to introduce yourself confidently

-Make your eye contact or look into the camera

-Sit up straight

-Keep open body language

4. Consider self-filming your intro.

-Body language

-Length of your answer

-Technical issues

SELF INTRODUCTION IN THE FORM OF WRITING

- **Good morning Sir/Madam,**
- **First of all, thank you for giving me an opportunity to introduce myself.**
- **My name is (your full name). I am basically from Bangkok, but now living in Petchaburi. I was graduated in MA in Bangkok from National Institute Development Administration. Currently, I an a lecturer in the SSRUIC in Thailand/**
- **My strength are I am self motivated, hard working, and a disciplined person. My short term goal is to get a good job in a reputed company and my long term goal is to succeed a good position where I can build my career and help the organization too.**