



Describing My Job

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There are three essential parts to describing your job:



the company



the industry



your responsibilities

The Company



I work at (+ company)



I work with (+company/person)



I just started at (+ company)



I've been working at (+company) for ...
years

The Company

We're a ...



Start-up



Small company



SME



Multinational company

The Company



Our offices are based in (+ location)



Our headquarters are in (+ location)



Our customers/clients are ...




It's famous for (+ product)



It's a (+ nationality) company

The Industry



I work in (+ industry)



We're in the ... industry



We do business with

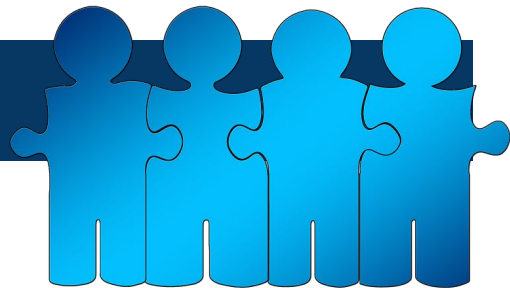


It's a (+industry) company



It's the market leader in ...

Responsibilities



I'm responsible for ...



My responsibilities include ...



I'm in charge of ...



I'm the manager of ...



I manage/direct/supervise/advise/handle



I report to/ collaborate with ...