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Last week, **my administrative assistant gave notice** that he was quitting in two weeks. **It couldn't have come at a worse time.** It was a very busy time of the year, but there was nothing I could do. Right away, we put a **want ad** in the **classifieds** and received several applications for the job. I **called in** four of them for interviews and I had **narrowed it down to** two candidates.

The first was Claudia Trujillo. From her **resume**, I knew that she had had four years of experience working at a **telecommunications** company. She looked **promising** and when she arrived for the interview, she was **dressed professionally** and seemed **personable**. When I asked her about her experience, she answered my questions with **confidence**. She sounded like a **hard worker** and showed a lot of **perseverance**. The only **drawbacks** were that she was a little **chatty** and she also seemed a little **disorganized**.

The second candidate was Alex Mayhew. Alex had more experience than Claudia, but in different **capacities**, and only had one year of experience as an administrative assistant. When I met Alex, he seemed **a little rough around the edges**. He was **earnest** and **eager**, but didn't **have the air of** someone who had worked in a **corporate environment**. Still, he seemed **bright** and **easy to get along with**. He did **strike me as** being a little **shy**, but I think that was because he was nervous.

So, those are my two options. Now, which one should I hire? **I need to give it some more thought.**