

Speaking 1

Applying for Jobs

- 4 Work in groups. Discuss these questions.
 - a How do you find out about job vacancies?
 - b How do you apply?
 - c Have you ever applied for a job? What did you have to do?

(Address)

Mr Anthony Mayer
Personnel Manager
Travel Unlimited
Stansted
Essex CM24 1RY

(Date)

Dear

In reply to the advertisement (state where it appeared), I would like to apply for the (state what you are applying for).

As you will see from the enclosed CV, although I am relatively I have successfully (state what you have done).

I therefore feel I (state what you can offer the firm).

I believe I am hard-working and reliable and would very much like to gain greater work experience.

I interview whenever and near future.

Mary Roe

5 In order to apply for a job you usually have to send a curriculum vitae (CV) – in the USA called a resumé – and a covering letter. These documents are very important because they are the first impression you give.

Work in groups. Read the statements about CVs and covering letters. On the basis of your knowledge and experience, decide if you agree with them.

- a A curriculum vitae is more acceptable if it is hand-written.
- b A covering letter should be hand-written.
- c You should always include a photograph.
- d The longer a CV is the better.
- e A CV should list experience in chronological order.
- f It's best to explain foreign qualifications and give an approximate equivalent in the country to which you are applying.
- g There is no point in mentioning outside activities, hobbies, etc.
- h Each CV should be customised for the job you are applying for.
- i Perfect prose isn't expected; note form is perfectly acceptable.
- j Use space constructively; don't mention failures or irrelevant experience.
- k Don't include your previous salary or salary expectations, unless requested.
- l You can lie on a CV; they'll never find out anyway.
- m Any gaps in the dates should be explained.
- n It's best not to send the CV by fax unless requested to do so.
- o Always make a follow-up phone call a few days after sending off your CV.

The covering letter: formal and informal language

- 9 The letters below do not contain any errors but the writers are very unlikely to be considered for a vacancy. Can you say why?

Dear Anthony Mayer,

I'm looking for a holiday job and I saw your ad in a newspaper and it looked as if it could be good because your company is very famous.

I don't have a lot of experience (in fact I haven't had a job before) but I've got lots of confidence and I get on pretty well with people in general.

I'm basically free in July but not August (because I'm going away then) but it would be really good if you could take me on because I need the money!

Hoping to get a reply from you soon.

Yours,

Mary Roe

Dear Sir,

In accordance with your esteemed request further to our telephone conversation of 25 November and the advertisement which appeared in The Times of 24 November inst., I have the honour to enclose herewith a copy of my curriculum vitae and would beseech you to acquaint yourself with the contents therein.

Trusting that I shall be favoured with an interview with a view to discussing my application in further detail, I beg to remain,

Yours faithfully,

Charles Fortescue Esq.