

Lesson 2 – Applying For a Job

I. Vocabulary

Complete the following words into the gaps in the text below.

applicant	application	application form	apply
candidate	curriculum vitae/resume	employment agencies	
interview	job description	job vacancies	references short-listed

Many people looking for work read the 1. _____ advertised in newspapers by companies and 2. _____. To reply to an advertisement is to 3. _____ for a job. You become a 4. _____ or an 5. _____. You write an 6. _____, or fill in the company's 7. _____, and send it along with your 8. _____ and a covering letter. You often have to give the names of two people who are prepared to write 9. _____ for you. If your qualifications and abilities match the 10. _____, you might be 11. _____, i.e. selected to attend an 12. _____.

II. Minipresentations

A. Form four groups and prepare minipresentations on the following topics.

Group 1 – curriculum vitae (CV) – what points it should contain, structure, ...

Group 2 – cover letter – what information we should include, structure, language, ...

Group 3 – interview – questions expected at the job interview, how to answer them

Group 4 – interview – questions the interviewer should not ask at the job interview

B. Present to the other groups

C. Discuss the topics as a class

III. Cover Letter

A. Phrases for a cover letter

Match the beginnings of the phrases with their correct endings.

1. I am submitting this letter	A. will bring a very significant contribution to the Center.
2. I am familiar	B. an expression of my interest in the position of Director of Nursing Services.
3. I do believe that my practical experience	C. to express my interest in the position of ...
4. I would very much appreciate	D. is enclosed for your review.
5. As you may see from my enclosed resume,	E. match perfectly with your requirements
6. I would like to point out that	F. the opportunity to discuss my potential contributions to your company with you.
7. Please accept this letter as	G. in order to be an asset to your organization.
8. I look forward	H. to hearing back from you
9. A copy of my resume	I. with the important role your Center plays within the community.
10. I believe that my skill-sets	J. I graduated from the renowned ... College
11. I possess the right combination of nursing skills	K. my experience and accomplishments match this position's requirements.

B. Sample of a cover letter

Go through the letter and select the correct words in the brackets.

Dear Mr Saleh,

I am writing to 1. _____ (**apply ask request**) for the position of Editorial Assistant which was 2. _____ (**shown advertised presented**) in the latest edition of Gulf News.

I am currently 3. _____ (**worked employed used**) by a Market Research company as a research assistant, but am keen to 4. _____ (**want pursue take**) a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the 5. _____ (**included mentioned attached**) CV, I graduated in European Literature. At University I gained considerable 6. _____ (**experiment expression experience**) working on the student magazine, so I am 7. _____ (**familiarised familier familiar**) with editing techniques. I work well under 8. _____ (**anxiety demands pressure**) and enjoy working in a team. In addition, I speak English 9. _____ (**excellently fluently strongly**).

I would be 10. _____ (**available around accessible**) for interview from next week. Meanwhile, please do not 11. _____ (**hesitate wait stop**) to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Margaret Roan

C. Prepositions in a cover letter

Fill in the correct prepositions into the phrases below.

to of under in for

I would like to apply 1. _____ the position 2. _____ ...

If you would like to discuss this 3. _____ more detail

I enjoy working 4. _____ pressure

I was 5. _____ charge 6. _____ ...

I was responsible 7. _____

with reference 8. _____

IV. Job interview

A. Questions at the interview

Match the common interview questions on the left with the suitable response from the list on the right.

1. Why did you choose this company?	A. People say I'm sociable, organised, and decisive.
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<p>2. What are your strengths/weaknesses?</p> <p>3. How would your friends describe you?</p> <p>4. What is your greatest achievement?</p> <p>5. How well do you work in a team?</p> <p>6. Where will you be in 5 years?</p>	<p>B. My aim is to have a position in the Management Team.</p> <p>C. I have excellent time management, but I can be impatient for results.</p> <p>D. Because I think I will find the work environment both challenging and rewarding.</p> <p>E. I always support my colleagues and believe we should work towards a common goal.</p> <p>F. Leading the University football team to the national Championships.</p>
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Sources:

<http://www.studymode.com/course-notes/Application-Letter-Sample-1639036.html>

<http://www.bbc.co.uk/worldservice/learningenglish/business/getthatjob/unit3coverletter/page2.shtml>