

# Applying for a job



# How to prepare for a job interview?

- CV
- cover letter
  
- questions and answers



# Prepare information on the the following

- 1) writing a CV
- 2) writing a cover letter
- 3) expected questions (+ how to answer tough questions)
- 4) questions that shouldn't be asked (+ how to respond to illegal questions)
- 5) questions that applicants should ask
- 6) questions that applicants should not ask

# Applying for a job – Cover Letter

covering letter

- **personalises** the approach to different companies
- relates to the **specific** of the prospective employer
- each covering letter you send should be different

Make sure your covering letter is **relevant to the recipient.**

## Applying for a job – structure of cover letter

- **State the job you're applying for** and where you found about it
- **Why you're interested** in that type of work
- **Summarise your strengths** and how they might be an advantage to the organisation
- **Relate your skills to the job**
- **Thank the employer** and say you look forward to hearing from them soon

# Applying for a job

## Phrases for a cover letter – key

1 c

7 b

2 i

8 h

3 a

9 d

4 f

10 e

5 k

11g

6 j

# Applying for a job

- I am submitting this letter to express my interest in the position of Director of Nursing Services.
- I am familiar with the important role your Center plays within the community.
- I do believe that my practical experience will bring a very significant contribution to the Center.
- I would very much appreciate the opportunity to discuss my potential contributions to your company with you.
- As you may see from my enclosed resume, my experience and accomplishments match this position's requirements.
- I would like to point out that I graduated from the renowned ... College
- Please accept this letter as an expression of my interest in the position of...
- I look forward to hearing back from you....OR.....to your reply.
- A copy of my resume is enclosed for your review.
- I believe that my skill-set does match perfectly with your requirements.
- I possess the right combination of nursing skills in order to be an asset to your organization.

XYZ Company  
87 Delaware Road  
Hatfield, CA 08065  
(909) 555-5555  
george.gillhooley@email.com

16 November 2011 (UK) / November 16, 2011 (US)

Dear Mr. Gilhooley, // Dear Sirs/Dear Madam or Sir,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed. Please see my resume for additional information on my experience.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours sincerely (UK) / Sincerely (US), // Yours faithfully (UK)/Yours truly (US)

FirstName LastName



|                     | <b>American style</b>  | <b>British style</b>  |
|---------------------|--|---|
| Date                | October 19, 2012 (month-day-year)  | 19 October 2012 (day-month-year)  |
| Salutation          | Dear Mr./Ms. Smith:<br>Dear Sir or Madam:<br>Gentlemen:<br>After the salutation there is a colon (:) | Dear Mr./Ms. Smith,<br>Dear Sir or Madam,<br>Dear Sirs,<br>After the salutation there is a comma (,) or nothing |
| Complimentary close | Sincerely,<br>Sincerely yours,<br>Yours truly,   | Sincerely,<br>Yours sincerely,<br>Yours faithfully,<br>comma or nothing   |

39 Levett's Lane  
Bodiam  
East Sussex  
TN37 7AZ

Customer Services Department  
Safety Net Insurance  
217 Woodland Park Road  
Norwich  
NR28 5GV

7<sup>th</sup> September 2004

Dear Sir or Madam

**Refund on motor insurance: policy number 6583 NTFC 0045**

In August you sent me a cheque for £103.35 with regard to my motor insurance. The cheque was issued in my maiden name of Smith. However, in June 2004 I married and changed my surname to Jones.

Unfortunately, this means that my bank will not accept your cheque. My bank account is now in my married name. I return the cheque herewith and request that a payment be re-issued in the name of Mrs Sarah Anne Jones.

I also enclose a copy of my marriage certificate so that you may amend my name on your records. My address details remain the same.

Thank you very much for your assistance.

Yours faithfully

Mrs Sarah Jones

# **Dobrovolný domácí úkol: + 4 body k zápočtovému testu**

1. write a cover letter based on the job advert (legal Assistant PROCTER & GAMBLE), upload it into the PeerReview Software.

2. review two letters of your classmates'. Comment on the following (be specific), min. 70 words:

- structure, content, style

- overall impression: What do you appreciate on the letter? Can the letter be improved in any way? Would you recommend the person for the position?

3. improve your original letter (if necessary) and upload it into the IS Odevzdávárna.

## Deadlines:

- 25/11 - uploading cover letters into PeerReview Software
- 29/11 – uploading reviews
- 4/12 – uploading improved cover letters into Odevzdávárna

Teacher will provide individual feedback.