**Topic 10. Job Hunting:**

1)Looking for a Job.

2)Writing a CV/Resume. Cover Letter.

3)Job Interview.

**encounter(face)  
in-depth(подробный)  
lists out(перечисляет)  
concise(лаконичный/кэнсАйс)  
tailored(сделанный специально для чего-либо)  
job opening(вакансия)**.  
to **highlight(подчеркнуть)** your skills and **accomplishments(достижения/эккАмплышмэнтс)  
relevant to(относятся к)** the job.  
Include **references(рекомендации) reference to ссылаться  
marital(супружеский/мЭритал)** status(стАтэс),  
**initiated(инициировал что-либо/дал чему-то толчок)**Don’t **exceed(превышать пределы/иксЫЫд)** three to five   
**bullets points(пункт(пуля) списка/бУУлэт)** per section.  
  
**font** шрифт  
**recruiter(рекрутер/рэкрУУдэр)(** **person who fills vacancies)  
tips** **on(подсказки на/советы для)  
greeting(приветствие)  
conducted by(проводимый/кэндАктыд)  
Competence(компетенция/кАмпэтэнс)  
attributable(относимый(attribute характерный признак)  
clarify(уточнить/прояснить)**candidate **handles(справляется)** stress.

1)Looking for a job

Work **takes up(занимает)** a huge part of a person’s life, so you need to find a job **that will please you(которая будет радовать вас/будет по душе).**

If a person wants to get a dream job, then his job should be as follows:

\*) bring pleasure (you should do what you love)

\*) you should do what you are good at

\*) the job must be well paid

it is rare to find all these cases in one work, but **they should be striven for(к ним нужно стремиться)**To learn more about possible jobs, try to attend open days of different companies, read various company news, try to make friends who are already working.  
  
It is best for students to look for a job, because if you already become a graduate, you may **encounter(face)** the problem that you will be required to have work experience that you don’t have, so try to go on **internships(стажировки)** during your student years,

Next, the stages of how to get a job.

2)Writing a CV/Resume. Cover Letter.   
  
You need to visit different sites where you can view vacancies or internships and one of the most popular is **LinkedIn**.   
  
Then you need to write a CV/Resume. Cover Letter.

**CV** stands for as **Curriculum Vitae**(жизненный путь/ вАйты)  
(**Vitae**-биографические данные)  
  
**\*)CV** is a **descriptive(описывающий)** and **in-depth(подробный)** document that **lists out(перечисляет)** the whole course of your career in full detail.  
  
\*)**résumé** is a short, **concise(лаконичный/кэнсАйс)** document presenting key facts about your professional experience, educational background, and skills that are **tailored(сделанный специально для чего-либо)** to a particular **job opening(вакансия)**.  
  
  
  
**In the UK** a CV can be used **both for \*)academic purposes and \*)job search**. **In the US** a CV is used **mainly for academic applications** such as academic jobs, grants, advanced research, and a **résumé** — **to apply for jobs, internships**.  
  
 **\*)cover letter(мотивационное письмо)** is a great way to introduce yourself and generate interest from a potential employer.   
 Together with a résumé, they work wonders!!!!  
  
The CV consists of   
\*)**Header**   
it containing personal information and ways to contact you.

\*)**Education**, here there are your educational degrees in chronological order.

\*)**Experience**,   
work experience is indicated here if you have it.

\*)**Additional section**

here you can include your skills that can help at work, such as knowledge of foreign languages, IT skills ...

\*)**Resume language**, here you should use a foreign verbs to **highlight(подчеркнуть)** your skills and **accomplishments(достижения)**

Top Ten Résumé Writing Rules

1. Start a résumé with a short profile to show who you are and what you offer.

2. Consider putting “Education” above “Employment” if you do not have a lot

of work experience yet.

3. It’s a good idea to include hobbies if they are **relevant to(относятся к)** the job.

4. Include **references(рекомендации)** to support your application  
5. List your employment history, starting with the present.

6. Never share personal information, such as age, **marital(супружеский/мЭритал)** status(стАтэс), etc.

7. Begin sentences with action verbs such as “achieved”, “developed” or

“**initiated(инициировал что-либо/дал чему-то толчок)**”   
 **to highlight your accomplishments.(подчеркнуть достижения/экАмплышмэнтс)**8. Don’t include high school if you have university experience.

9. Don’t **exceed(превышать пределы/иксЫЫд)** three to five   
**bullets points(пункт(пуля) списка/бУУлэт)** per section.

10. **Your font(ваш шрифт/фОнт)** should be classic, easy to read, and look professional.  
  
  
3)Job Interview.  
  
After writing a CV/Resume/Cover Letter you might have a chance(Э) to get to the Interview if the **recruiter(рекрутер/рэкрУУдэр)(** **person who fills vacancies)** likes you.

Here are some **tips** **on(подсказки/советы)** how to successfully pass the interview.  
  
1) Do some research into the company you are applying to.  
2) Find out the type of interview you will be going to attend.  
3) Practise the answers to common/frequent interview questions.  
4) Print the **directions(направления)** to the interview to be on time.

5) Bring a copy of your résumé and get ready to discuss it in detail.  
6) Decide what you are going to wear.  
7) Practise **greeting(приветствие)** your interviewer to make a positive first impression.  
8) Prepare a list of questions to ask at the interview.  
  
There are different types of interview:

\*)**Panel(пЭнл) interview**- this type of interview might include a group of interviewers who interview one candidate(кЭндидэйт) at the same time, and then they will make the hiring decision.  
  
\*)**Traditional interview** - is the most popular type of interview   
**conducted by(проводимый/кэндАктыд)** almost all companies during their **recruitment(прием на работу/рэкрУУтмэнт)** process. It includes the interviewer and interviewee with many questions asked and answered  
  
\*)**Competence(компетенция/кАмпэтэнс)** based interview- this is an approach used by interviewers to **assess/evaluate(оценивать/эсЭс)** your interview performance in a particular key area or skill that is **attributable(относимый(attribute характерный признак))** to the job description.  
  
\*)**Phone interview**- this type of interview is conducted when the recruiter  
wants to **shortlist** the number of candidates to the next step. The goal is   
to **clarify(уточнить/прояснить)** the basic skills and experience of the candidate(э).  
  
\*)Stress interview- is the type of interview where the interviewer uses several questions to set a candidate off-balance. The purpose of this interview is to find out how the candidate **handles(справляется)** stress.