

A decorative border at the top of the slide features a variety of autumn leaves in shades of red, orange, and yellow, interspersed with several brown pinecones of different sizes. The background of the slide is a light gray with a subtle wood grain pattern.

LESSON 12

JOB APPLICATION

Getting started


Ex 1 Work in pairs, make a list in your notebook of what you think curriculum vitae (cv) or resume should contain

• Look at the different sections (a-h) of a cv Match each section with the correct title (1-8).

- 1 Reference - e
- 2 Achievements
- 3 Interests
- 4 Work experience
- 5 Date of birth
- 6 Education
- 7 Other skills
- 8 Contact details

a

David Haywood
P.O. Box 25127
Dubai
United Arab Emirates
Tel/fax: 0207 845 3372
d_haywood11@interplexus.net.ae



b

- managed cost analyses for specific products and countries in relation to total consumption, market share and local production facilities.
- increased market share of an industrial paper product from 27% to 36% in a year.

d

July – August 20 – : Warehouseman

c

1999 – present: Rahman Chemicals, Dubai, sales manager

1994 – 1999: K-Chem Chemicals, Kuwait, international sales representative

1992 – 1994: hotel work and teaching English in Aswan, Egypt

f

Basketball, fencing and photography

g

1999: MBA in International Business
University of Southampton.

1992: Degree BA (Hons) in Middle Eastern Studies
University of Leeds

h

12 June 1973

e

Dr Kevin Smith Ph.D
Department of Business Studies
University of Southampton
kevinsmith@southampton.ac.uk

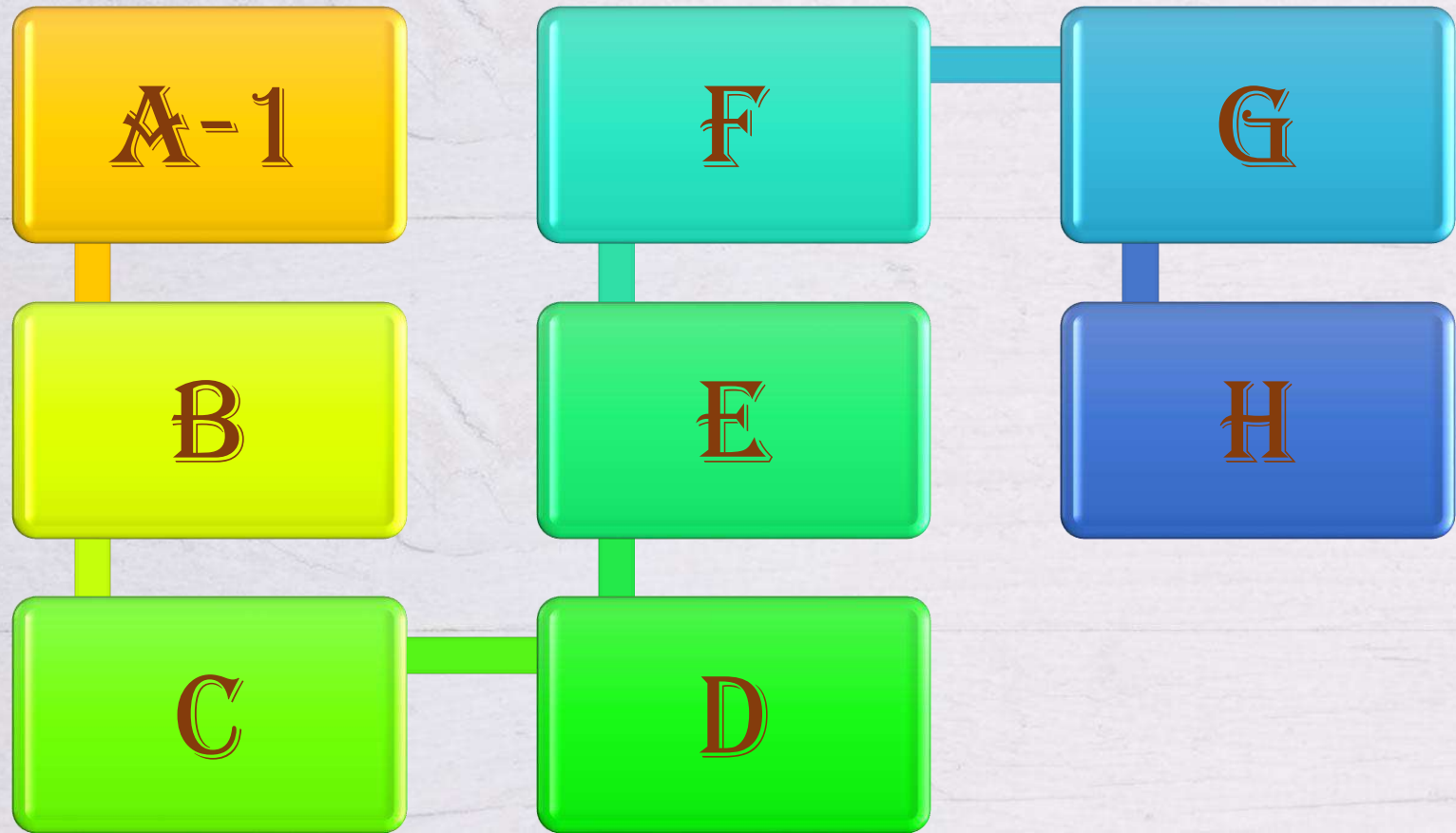
Mr Khaled Sayed
Managing Director
Rahman Chemicals
Dubai
UAE
Ksayed@rahman.ae



Ex 2 Work With a partner and decide the best order for the sections (a-h) Write numbers (1-8) in the boxes to show the order.

Работайте с партнером и решите оптимальный порядок для секций (a-h) напишите цифры (1-8) в полях, чтобы показать порядок.

Hamrohingiz bilan ishlang va bo'limlar uchun maqbul tartibni hal qiling(a-h) buyurtmani ko'rsatish uchun dalalarda raqamlarni yozing(1-8) yozing.



Writing your CV

A CV is an outline (description of the main facts) of a person's educational and professional history. In some countries, like the USA, it is known as a *résumé*. There is no one correct way to construct a CV, but remember the following two principles:

- Make it clear. Use direct, simple language, short headings and highlight the important things like the titles of previous jobs.
- Make it short, no more than two sides of paper. A busy human resources manager with 20 CVs to read in half an hour won't want to read anything longer.

Standard CVs are usually divided into a maximum of seven sections. One of the most common ways to order the sections is like this:

1 Personal details. These are facts about you and how to contact you. The section should include your name, address, date of birth (not age, as this will have to be changed every year), and nationality. Some people attach a passport size photo, which can help attract an employer's interest.

2 Education. This should outline your educational history and your qualifications. There's no need to give details about primary or elementary school! If you left school some years ago and have done company or professional training courses, it may be more important to highlight these. In this case, you can call this section 'Education and training'.

3 Employment. This should include the different jobs you have done. Start with the most recent as this is usually the one

where you had the most responsibility. You should list the main duties of each job as it may not be clear from the job title.

4 Skills. Here you should list any other skills that employers might be interested in, like computer skills or speaking another language.

5 Interests. This includes sporting and leisure interests. Avoid obvious ones that most people share like reading and watching TV.

6 Personal profile. This section describes what kind of person you are and is usually written in complete sentences. Try writing down ten words or phrases which describe your good points and then putting them into a paragraph. Don't be modest and use phrases like 'fairly good' or 'usually hard-working'. Other applicants will write the best descriptions that they can, so you must too!

7 References. You should include two people who can provide you with a reference. One should be your last employer, if possible. Make sure you ask their permission first.

Another common way of ordering the material is to put the personal profile first. This is especially common in the USA and is becoming normal practice in many international or sales-oriented businesses. The advantage of this is that the jobseeker's achievements and qualities are presented right at the start so that employers can decide straight away if they like the sound of the candidate or not.



Writing CVs

Reading

- ✓ Above you will find an extract from a book which gives advice about how to write CVs or resumes. There is a list of headings in a recommended order.
- ✓ 1 Skim the list to see if the writer agrees with the order you decided in the last exercise, then answer the question below.

Написание Резюме

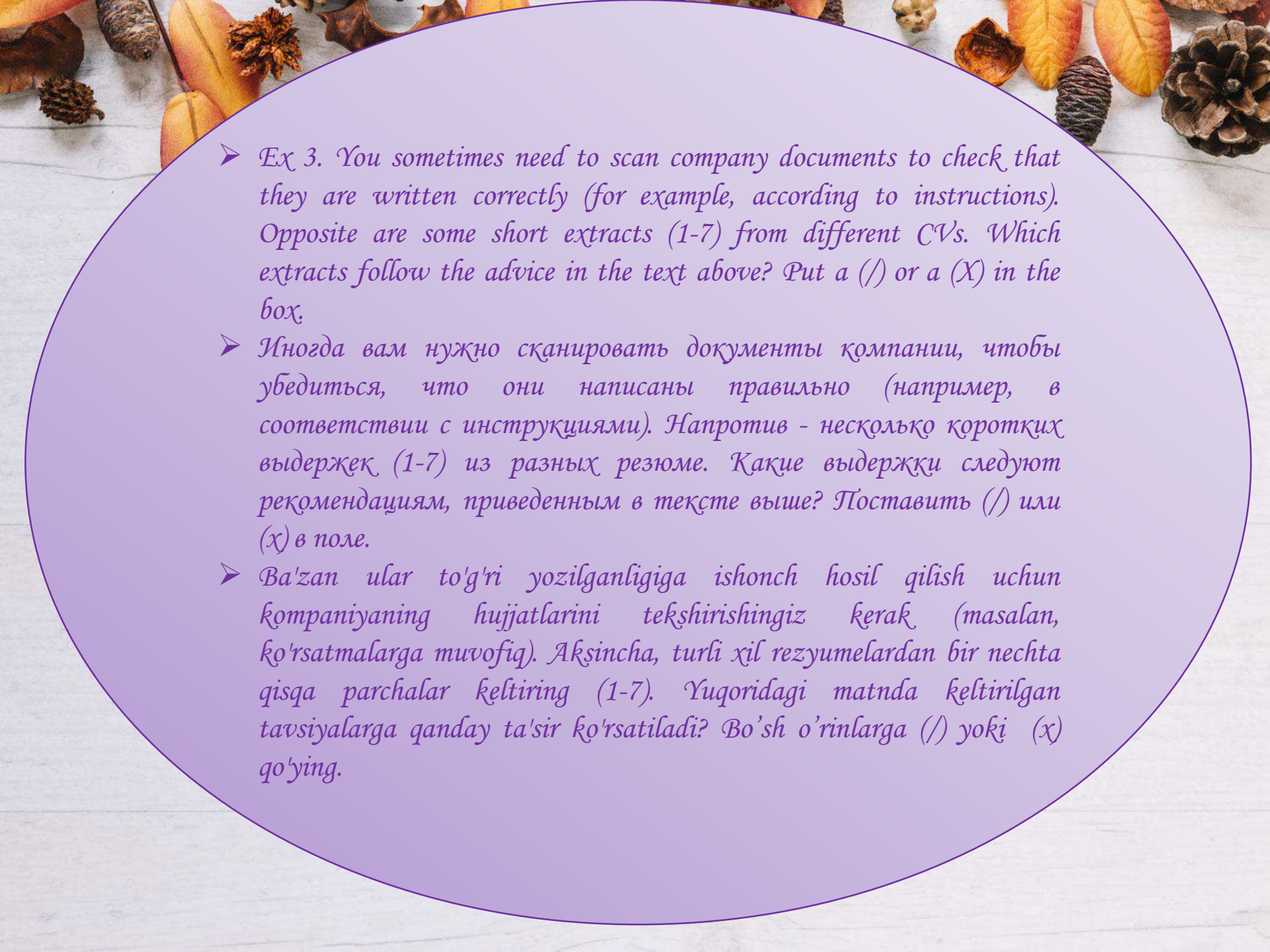
Чтение

- ✓ Выше вы найдете выдержку из книги, которая дает советы о том, как писать резюме. Существует список заголовков в рекомендуемом порядке.
- ✓ 1 Просмотрите список, чтобы увидеть, согласен ли автор с порядком, который вы выбрали в последнем упражнении, а затем ответьте на вопрос ниже.

Rezyume Yozish

O'qish

- ✓ Yuqorida siz rezyume yozish uchun berilgan maslahatlarni topasiz. Tavsiya etilgan tartibda sarlavhalar ro'yhati mavjud.
- ✓ 1- Muallif oxirgi mashqda tanlagan buyurtma bilan rozi ekanligingizni ko'rish uchun ro'yxatni ko'rib chiqing va keyin quyidagi savolga javob bering.
- ✓ Is there anything that you think David Haywood should add to his CV?/Есть ли что-нибудь, что, по вашему мнению, Дэвид Хейвуд должен добавить к своему резюме?/ Deyvid Heyvud o'zi rezyumesiga qo'shilishi kerak deb o'ylaysizmi?

- 
- Ex 3. You sometimes need to scan company documents to check that they are written correctly (for example, according to instructions). Opposite are some short extracts (1-7) from different CVs. Which extracts follow the advice in the text above? Put a (/) or a (X) in the box.
 - Иногда вам нужно сканировать документы компании, чтобы убедиться, что они написаны правильно (например, в соответствии с инструкциями). Напротив - несколько коротких выдержек (1-7) из разных резюме. Какие выдержки следуют рекомендациям, приведенным в тексте выше? Поставить (/) или (x) в поле.
 - Ba'zan ular to'g'ri yozilganligiga ishonch hosil qilish uchun kompaniyaning hujjatlarini tekshirishingiz kerak (masalan, ko'rsatmalarga muvofiq). Aksincha, turli xil rezyumelardan bir nechta qisqa parchalar keltiring (1-7). Yuqoridagi matnda keltirilgan tavsiyalarga qanday ta'sir ko'rsatiladi? Bo'sh o'rinlarga (/) yoki (x) qo'ying.



I am a fairly good learn worker. X

I speak fluent English, Spanish and some Arabic.

Age: 36 years

EDUCATION: 1980-1985 Gutierrez elementary school

A team worker who enjoys new challenges, I would like to join a lively team where I can contribute to the full.

I am a keen reader.

I have a clean driving licence,

Talking point

Ex 4 Work with a partner. The text about writing a CV does not contain anything about the information opposite (1-6). Discuss if you think it would be a good idea to include these pieces of information or not. Do some of them depend on the job you are applying for, do you think?

Тема для разговора

Работайте с партнером. Текст о написании резюме не содержит ничего о противоположной информации (1-6). Обсудите, считаете ли вы, что было бы хорошей идеей включить эти фрагменты информации или нет. Как вы думаете, некоторые из них зависят от работы, на которую вы претендуете?

Suhbat mavzusi

Hamrohingiz bilan ishlang. Rezyume matnida qarama-qarshi ma'lumotlar haqida hech narsa demang(1-6). Ushbu ma'lumotlarning qismlarini kiritish yaxshi fikr deb o'ylaysizmi yoki yo'qmi, aniqlang. Sizningcha, ularning ba'zilari siz da'vo qilayotgan ishingizga bog'liqmi?



Your place of birth

Why you left your last job

Voluntary work you have done

Your job target (position you want to reach in your career)

Your religion

How much you earned in your last job

Online recruitment

Reading

1 Study the following dictionary extracts.

recruit • *v.* find a worker to employ in an organisation • *n* a newly recruited person

recruitment * *n*, the of recruiting people

Онлайн-рекрутинг

Чтение

1 изучите следующие выдержки из словаря.

рекрут * *v.* найти работника для работы в организации • *n* вновь нанятое

лицорекрутинг * *n*, количество рекрутируемых людей

Onlayn ishga olish

O'qish

1 lug'atdan quyidagi parchalarni o'rganing.

ishga qabul qilish * *V.* tashkilotda ishlash uchun ishchi topish * *n* yangi ishga yollangan shaxsni qabul qilish * *n*, ishga yollanadigan odamlar soni

Ex 5 Job letters Письма о рабoме Ish xatlari

1 Work with a partner. What is the order that things happen when you apply for a job? Put the following actions (a-e) in the correct order by writing a number (1-5) in each box. / Работайте с партнером. В каком порядке все происходит, когда вы подаете заявление на работу? Расположите следующие действия (a-e) в правильном порядке, записав число (1-5) в каждом поле. / Hamkor bilan ishlash. Ish uchun murojaat qilganingizda hamma narsa qanday tartibda amalga oshiriladi? Har bir sohada raqamni (1-5) yozib, quyidagi amallarni (a-e) to'g'ri tartibda joylashtiring.

- a You are shortlisted*
- b You send in an application 1*
- c You are turned down/You are offered the job*
- d You attend an interview*
- e You are appointed/You apply for another job*

Many people now put their CV's on Internet websites which employers can search to find suitable candidates for jobs.

Ex 6 Read the following text to revise some grammar you've learnt in earlier units by choosing the correct word, A, B or C, to fill each gap (1-12).

Многие люди теперь размещают свои резюме на интернет-сайтах, которые работодатели могут искать, чтобы найти подходящих кандидатов на работу.

Прочитайте следующий текст, чтобы пересмотреть некоторые грамматические единицы, которые вы изучили в предыдущих единицах, выбрав правильное слово, A, B или C, чтобы заполнить каждый пробел (1-12).

Қо'п odamlar endi ish beruvchilar munosib ish nomzodlar topish uchun qarash mumkin, deb Internet saytlari o'z rezyumesi postlar qoldirishadi. Har bir bo'shliqni (1-12) to'ldirish uchun to'g'ri so'zni, A, B yoki C ni tanlab, avvalgi birliklarda o'rgangan ba'zi grammatik birliklarni qayta qo'rib chiqish uchun quyidagi matnni o'qing.

| No | A | B | C |
|----|------|--------|-------|
| 1 | of | that | than |
| 2 | on | in | for |
| 3 | from | by | with |
| 4 | who | which | where |
| 5 | as | for | with |
| 6 | by | with | from |
| 7 | must | should | have |
| 8 | of | in | to |
| 9 | When | What | Which |
| 10 | to | about | at |
| 11 | have | is | are |
| 12 | make | do | take |

ONLINE RECRUITMENT

Many companies and organisations now recruit directly through the Internet. This is quicker and cheaper **1 C**. paying a recruitment agency or placing an advertisement **2....**a newspaper. Sometimes they recruit **3....**using the company website. They set up a page **4....**shows vacancies within the organisation and applicants can email the company directly with their CVs.

Some other websites just work **5....**databases for online CVs. These are used **6....**employers who are looking for candidates. Usually, you **7.....**to pay to put your CV on one of these sites, but it can be an effective way **8 ...** finding out about new vacancies.

9.... employers access these sites, they search for key words in each document. You need to think **10....**this when you write your CV. Think about the words that **11....**often used in your area of employment and **12....**sure you include them several times.

Ex 7. Unscramble the phrases in the box and insert them in the letter opposite to create a reply.
Расшифруйте фразы в поле и вставьте их в письмо напротив, чтобы создать ответ.
Qutidagi iboralarni tushunish va javobni yaratish uchun ularni qarama-qarshi xatga joylashtiring.

1. please us know let
2. meeting forward look we you to
3. that to am I pleased you inform
4. to like would we you
5. ~~your thank interest in you for~~

Dear Mr Tang,

1 Thank you for your interest in the post of marketing executive. 2.....you have been shortlisted for the post.

3.....attend an interview at WWT at the above address on 28 November at 11.30 am. Please come to the reception desk in the main building.

4.....as soon as possible if you are unable to attend at this time. 5.....

Yours sincerely,

Tsui Kuen Fung

Tsui Kuen Fung

Human Resources Manager



Mr Tang attended the interview but was not offered the post.

Ex 8 Match the beginnings of the sentences (1-6) with the most suitable endings (a-f). Then write the complete sentences in your notebook in the correct order, to create the letter of rejection that Mr Tang received from the company.

Господин Тан присутствовал на собеседовании, но ему не предложили эту должность.

Сопоставьте начала предложений (1-6) с наиболее подходящими окончаниями (a-f). Затем запишите полные предложения в свой блокнот в правильном порядке, чтобы создать письмо с отказом, которое Господин Тан получил от компании.

Janob tan intervyusida ishtirok etdi, lekin unga bu lavozim taklif qilinmadi.

Takliflar boshlanishini (1-6) eng mos keladigan tugmalar (a-f) bilan solishtiring. Keyinchalik, Janob Tanning kompaniyadan olgan rad etish xatini yaratish uchun sizning yondaftaringizdagi to'liq jumalarni to'g'ri tartibda yozing.

Dear MrTang,

Re: Post of marketing executive

- 1. Your qualifications and previous job experience are clearly relevant to the post...*
- 2. Our decision was made after long and careful thought...*
- 3. We wish you every success ...*
- 4. Many thanks for attending ...*
- 5. However, after much consideration, we decided to appoint*
- 6. I am sorry to inform you. however....*

Yours sincerely

Tswi Kuen Fung



a ... as the standard of applicants was very high.

*b ... a candidate with previous experience of the
travel and tourism industry.*

c ... in your future career.

d ... that you have not been selected for this post.

e... and we very much enjoyed meeting you.

f... the interview for the above vacancy.