**Variant 2**

**Cover Letter**

When applying for a job, a [cover letter](https://www.thebalance.com/cover-letters-4073661) should be sent or posted with your [resume](https://www.thebalance.com/job-resumes-4073657) or [curriculum vitae](https://www.thebalance.com/cv-vs-resume-2058495). A cover letter is a (typically) one-page document that explains to the hiring manager why you are an ideal candidate for the job. It goes beyond your resume to explain in detail how you could add value to the company. It can be helpful to look at cover letter samples when writing your own. A sample can help you decide what to include in your letter, and how to format the letter. When you are job hunting, it's important to choose the [appropriate cover letter](https://www.thebalance.com/top-cover-letter-writing-tips-2060304) for the letter's goal.  There are different types of cover letters, including the five most common types: application letters, referral cover letters, letters of interest, networking, and value proposition letters.The cover letter you use will be determined by whether you are applying directly for a job or simply seeking job search help from individuals in your professional network.

### Select the Right Type of Cover Letter

Be sure to [choose a type of cover letter](https://www.thebalance.com/cover-letter-writing-guide-2060175) that reflects how you are applying for the job or the type of job search assistance you are requesting.

Your cover letter should be designed specifically for that particular purpose. If it is a cover letter attached to a resume in a job application, it should be customized for each position you seek. Hiring managers can recognize when an applicant’s cover letter is a generic one that he or she has used to apply for multiple positions. Such cover letters, which show a lack of care or of deep interest in a company, may result in your resume being passed by without a glance.

### General Types of Cover Letters

* **Application Letter.** An application letter is written to apply for a specific job opening ([sample cover letters](https://www.thebalance.com/free-cover-letter-examples-and-writing-tips-2060208)). This is a traditional cover letter that is sent with a resume to apply for a job.
* **Referral Cover Letter.** A referral cover letter mentions the name of a person who has referred you to a job ([sample referral cover letters](https://www.thebalance.com/referral-cover-letter-examples-2060178)). This can be a great way to gain an employer’s interest, particularly if the individual providing the referral is known to the company you are interested in working for.
* ***Letter of Interest.****A letter of interest, also known as a prospecting letter, inquires about possible job openings at a particular company (*[*sample letters of interest*](https://www.thebalance.com/letter-of-interest-tips-and-samples-2059708)*).*
* ***Networking Letter.****Networking letters request job search advice and assistance (*[*sample networking letters*](https://www.thebalance.com/types-of-networking-letter-examples-2063489)*). These can be addressed to colleagues, to individuals you have met at professional conferences or other industry events, or to people to whom you connected through professional social networking sites like LinkedIn.*
* ***Value Proposition Letter.****A value proposition is a brief statement explaining what makes the candidate unique (*[*sample value proposition letters*](https://www.thebalance.com/value-proposition-letter-sample-2064207)*).*

*As mentioned above, your cover letters*[*should be targeted to the potential jobs*](https://www.thebalance.com/targeted-cover-letter-writing-tips-2060176)*you are interested in. This means that, before writing an application letter, a referral cover letter, a letter of interest, or a value proposition letter, you need to do your homework and research the company you are sending your letter to. Armed with this knowledge, you can then demonstrate in your letter how your skillset and work experience would strongly contribute to the organization should they hire you.*

### Cover Letter Examples for Job Applications

When creating a letter of application for a job, be sure to include details about how your professional experience relates to the qualifications and requirements listed in the job posting. This makes it easy for the hiring manager to determine that you're a good candidate. You should also try to echo as many of the [keywords listed in the job description](https://www.thebalance.com/resume-keywords-and-tips-for-using-them-2063331) as possible, in both your cover letter and your resume.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Variant 2  Module test  Subject: English for Professional Purposes Name, surname: Kravchyk Vadym  Year: 4, 8 semester Date:  Dept./institute: Group #:  Spec.: \_\_\_\_443ск\_\_\_\_  **І. Reading Task**  *a) Read and translate the text.* (0.5) **Done**  *b) Translate the italicized paragraph into Ukrainian (in writing) (3.5).*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Лист зацікавлення. Лист зацікавлення, також відомий як лист розвідник запитує про можливі відкриття вакансій у певній компанії  Мережевий лист. Мережеві листи вимагають поради та консультації з пошуку роботи. Вони можуть бути адресовані колегам, людям, яких ви зустрічали на професійних конференціях чи інших івентах. Або людям до з якими ви пов’язані на професійних сайтах, таких як LinkedIn  Значення пропозиційного листа. Ціннісна пропозиція – це коротка заява, що робить кандидата унікальним  Як було сказано вище, ваші супровідні листи повинні бути орієнтовані на потенційні вакансії, які вас цікавлять. Це означає, що перед тим як написати лист-заяву, супровідний лист або лист цінності, вам потрібно зробити домашнє завдання і дослідити компанію в яку ви відправляєте лист. Озброївшись цими знаннями, ви можете продемонструвати, як ви з своїми знаннями і досвідом допоможете компанії.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **II Using active vocabulary on the topic**   1. *Make up 6 own sentences with the following words (3) position, capable of, to be used, soft skills,* ***persuasion, to*** *pitch* 2. I’ve applied for this position before. 3. I’m capable of playing Dota2 and communicating with customer 4. My laptop is being used at the moment 5. Soft skills are as important as hard skills even for software engineer 6. My persuasion assisted me in getting my job 7. May I pitch you our services?   *b) Match the words and phrases in the box to their definitions (2).*   |  | | --- | | 1.recruitment 2. CV 3. Post 4. database 5. Candidate 6. flexible 7. relevant 8.Reference |   **Definition**   1. A person who is competing to get a job - **5** 2. A document that describes your qualifications and working history to support a job application - **2** 3. Able to change or be changed easily according to the situation - **6** 4. The process of finding people to work for a company or become a new member of an organization - **1** 5. A computer system that stores lots or information - **4** 6. Connected with what is happening or being discussed - **7** 7. A person who knows you can say why you are suitable for a job - **8** 8. A job in a company or organization - **3** 9. *Fill in the gaps with an appropriate word or word combination from the box (2):*  |  | | --- | | ~~Information~~……. ~~straight away~~……. ~~a couple~~ ……. ~~tell~~ …….. ~~leafing~~ …… ~~further~~ ……. ~~to look at~~……. ~~Long~~…… ~~background~~ ……. ~~work experience~~ | | | | |
| **Interviewer:** | | So we’re going to look at a couple of CVs now... | |
| **John:** | | Yes – these are a couple that arrived just this morning, so let’s take a look...(sound of | | |
|  | | paper unfolding)...ok, I can see straight away that we have a good one and a bad one | | |
|  | | here... | |
| **Interviewer:** | | (laughs) How can you tell so soon? | |
| **John:** | | | Well, as I just said, this one here is...how many...one, two, three, four pages long, it’s | |
|  | | | written in tiny type, I can hardly read it...and, wait, yes, there’s a photograph attached | |
|  | | | to the front! |
| **Interviewer:** | | | Too much information? |
| **John:** | | | Yes...just leafing through it, I can see he’s written about where he went to primary | |
|  | | | school – that’s just not relevant... |
| **Interviewer:** | | | What kind of educational background should be included? |
| **John:** | | | Perhaps your high school, but it’s mostly further education we’re interested in, | |
|  | | | university or college, then any professional qualifications you may have, as well as | |

Work experience of course

**III Translation**

1. *Translate into English:*

**Оформлення**:   Пам’ятайте, Ваше резюме не має бути занадто симпатичним та розмальованим, маємо слідувати діловому оформленню.

•    Завжди друкуйте CV.

•    Використовуйте ефекти: жирний (**Bold**) або похилий текст (*Italics*), щоб акцентувати на окремих словах.

•    Не може бути резюме оформлене і жирним, і похилим, і підкресленим, і великими літерами, в декількох форматах шрифту. Оберіть два шрифти та визначтесь, які слова і як будуть виділені. Найкраще поєднуються шрифти serif (із засічками, serifs are the short stems on the ends of the letters) та sans serif (без засічок). Краще коли текст не перевантажений ефектами, наприклад: Work Experience.

•    Більшість читачів починають знайомитись з текстом з верхнього лівого квадранту сторінки просуваючись у Z- напрямку з першої до четвертої частини. Тому розміщуйте на аркуші найважливішу інформацію зверху або зверху зліва.

Formatting: Remember, your CV doesn’t have to be too pretty or colorful, it should stick to business style.

* Always print your CV.
* Use effects: bold or italic to emphasize on particular words
* CV cannot be formatted with bold, italics, underscored, capitals and several font formats. Choose two fonts and determine which words and hove should be highlighted. Serif and Sans serif fonts are best used together. It is better for text to not be overwhelmed with effects, e.g. Work Experience.
* Most of the readers start getting acquainted with the text from the upper left corner moving to Z-direction from the first to fourth part. So, place the most important information on your sheet from the top or left.

1. *Translate into Ukrainian (3):*

# Benefits & Risks of Artificial Intelligence

## Why research AI safety?

In the near term, the goal of keeping AI’s impact on society beneficial motivates research in many areas, from economics and law to technical topics such as verification, validity, security and control. Whereas it may be little more than a minor nuisance if your laptop crashes or gets hacked, it becomes all the more important that an AI system does what you want it to do if it controls your car, your airplane, your pacemaker, your automated trading system or your power grid. Another short-term challenge is preventing a devastating [arms race in lethal autonomous weapons](http://futureoflife.org/open-letter-autonomous-weapons/).

In the long term, an important question is what will happen if the quest for strong AI succeeds and an AI system becomes better than humans at all cognitive tasks. As pointed out by [I.J. Good](http://io9.com/why-a-superintelligent-machine-may-be-the-last-thing-we-1440091472) in 1965, designing smarter AI systems is itself a cognitive task. Such a system could potentially undergo recursive self-improvement, triggering an intelligence explosion leaving human intellect far behind. By inventing revolutionary new technologies, such a superintelligence might help us eradicate war, disease, and poverty, and so the creation of strong AI might be the biggest event in human history. Some experts have expressed concern, though, that it might also be the last, unless we learn to align the goals of the AI with ours before it becomes superintelligent.

**Переваги і недоліки штучного інтелекту (далі АІ)**

**Для чого досліджувати безпеку АІ?**

В найближчий час, мета утримання впливу АІ на суспільство корисним мотивує дослідників у багатьох областях, від економіки та права до технічних тем, як верифікація, валідація, безпека та контроль. Хоча це може бути маленькою перешкодою якщо твій ноутбук ламається або є взломаним, це стає дедалі важливішим щоб системи АІ робили те що ти від них хочеш, якщо вони контролюють твою машину, літак, кардіостимулятор, автоматизовану систему торгівлі або електростанцію. Іншим короткотривалим викликом є запобігання руйнівній гонці в автономному летальному озброєнні.

В довготривалій перспективі важливим запитанням є що відбудеться якщо пошук сильного АІ завершиться успіхом і системи АІ стануть краще ніж люди в усіх когнітивних завданнях. Такі системи потенційно можуть зазнати самовдосконалення, що привиде до вибухового росту інтелекту, який залишить людей далеко позаду.

Винаходячи нові революційні технології, як-от супер інтелект може допомогти стерти з лиця землі війну, хвороби і бідність, отже створення сильного АІ може стати найбільшою подією в історії людства. Однак деякі експерти проявляють занепокоєння, що ця подія може стати і останньою, якщо ми не навчимося співставляти наші цілі з цілями АІ перед тим як він стане супер-розумним