

 A job application	Name _____	Datum _____																			
<p>SITUATION: You are thinking about applying for a work placement abroad. You start to think about what you have learned in your apprenticeship and where you might work when you have qualified.</p> <p>1 LISTENING TO NEWLY QUALIFIED IT TECHNICIANS</p> <p>You listen to an interview with three newly qualified technicians. They are talking about the jobs they do and where they would like to find a permanent position.</p> <p>A) Listen and say what the speakers liked best about their apprenticeship.</p> <ol style="list-style-type: none"> 1 Who enjoyed the "hands-on" aspect of the job? 2 Who liked the mixture of going to college and working in the company? 3 Who enjoyed the fact that the work is varied? <p>B) Listen again and complete the table. What are the speakers' plans for the future?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">3</th> <th style="width: 60%;">Name</th> <th style="width: 30%;">What I do at work</th> <th style="width: 10%;">I'd like to become</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Maren</td> <td>IT Assistant Data Processing Backup Data</td> <td>Install new hard / Software Scan/capture photos</td> <td>Project Manager</td> </tr> <tr> <td>2</td> <td>Garry</td> <td>IT Helpdesk Technician Take calls Assist people with software</td> <td>Write a report</td> <td>Help desk Technician Manager</td> </tr> <tr> <td>3</td> <td>Delon</td> <td>Provide System support update software run virus checks</td> <td>IT Network Administrator install network/computer systems</td> <td>Stay at firm become supervisor</td> </tr> </tbody> </table> <p>2 THINKING ABOUT YOUR SKILLS</p> <p>A What do you enjoy most about your apprenticeship? What skills are you learning? How do you learn and develop these skills. First make notes on your own.</p> <p>B Now talk to a partner about the skills you are learning</p> <p>C Collect the most important skills on the board depending on your job title.</p> <p>3 DOING INTERNET RESEARCH</p> <p>Do internet research to find suitable career prospects in Europe. Collect your ideas in a shared word document in MS Teams.</p> <p>4 READING ABOUT THE EUROPASS</p> <p>While you are doing your research online, you come across the European Union website europass (https://europa.eu/europass/en). You decide to use it to collect your own personal details for applications and your CV.</p> <p>Create an account and you own CV.</p>			3	Name	What I do at work	I'd like to become	1	Maren	IT Assistant Data Processing Backup Data	Install new hard / Software Scan/capture photos	Project Manager	2	Garry	IT Helpdesk Technician Take calls Assist people with software	Write a report	Help desk Technician Manager	3	Delon	Provide System support update software run virus checks	IT Network Administrator install network/computer systems	Stay at firm become supervisor
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Additional information

When applying for a job, you need to send a CV (curriculum vitae – AE: resume). Decide which parts are necessary in different countries (**yes/no/possible/if relevant/available on request**):

	Germany	UK	USA
Address	Y	Y	Y
Telephone number / Email address	Y	Y	Y
Place of birth	(Y)	n	n
Date of birth	(Y)	n	n
Nationality	r	r	r
Primary school education	n	n	n
Secondary school education	Y	Y	Y
University education	Y	Y	Y
Other qualifications	r	r	r
Marital status	p	p	p
Hobbies	r	r	r
Languages	r	r	r
References	a or	a or	a or
Photograph	Y	n	n

How SHOULD A GOOD CV BE

Writing a professional CV is only of getting noticed before you even set foot **in** the door. Interviewers will decide whether or not to see you on the strength of your CV. Don't just think of it as a list of facts. It should also be a resume of your personal, educational and career history, as well as an indication of your own strengths and achievements.

Tips for writing your CV

You find an interesting website with tips, but the headings have got mixed up. Read the tips (1-9) and match them to the headings (a-i)

- | | | |
|---------------------------|---------------------|--------------------|
| a) Education and training | d) Personal details | g) Work experience |
| b) Hobbies and interests | e) References | h) Contact details |
| c) Personal statement | f) Key skills | i) Further skills |

- h** 1. Give your name and address, telephone number(s) (home/mobile) and email address.
- c** 2. This should be a short message that grabs the attention of the reader. Use note form. This helps to keep your CV focused and direct, for example: Motivated electronic technician with experience in German engineering industry.
- f** 3. Here you can summarize your skills and experience which are relevant to the job for which you are applying.
- g** 4. Generally, CVs should be in reverse chronological order, listing the most recent position first. For each position held you should provide the dates of the start and end of employment, the employer's name and address, the job title, the main duties and responsibilities and achievements.
- a** 5. Give a brief description of qualifications (school, academic and/or professional). Give the names of schools or colleges in reverse chronological order.
- i** 6. Here you should write about common skills gained throughout your education and work experience, such as languages, IT skills, good maths skills or a full, clean driving licence. These skills are of interest for any employer.
- b** 7. This feature is optional but could provide something more personal to discuss at an interview. Be careful about what you write: a dangerous sport or socializing with friends may not be what an employer wants to hear!
- d** 8. Write your date of birth and nationality under this heading.
- e** 9. Due to data protection laws, candidates should not provide referees' names, addresses or any other contact details on CVs, but should state that details are available on request. Always ask your referees' permission before you give someone their contact details.

**JOB ADVERTISEMENTS**

How important are these things to you? Put them in descending order (most important first).

- 5 good career prospects 1 pleasant working environment
- 7 high job status 6 working in a team
- 2 good salary 5 flexible working hours
- 8 having a challenge 4 being able to work from home

Job Vacancy - Are the statements true or false? Correct false statements.

Vacancy: PC Support Technician

This is an ideal opportunity for a candidate who is experienced in providing PC support to a small or medium-sized enterprise. You should also want to get involved in software development.

We currently have a network comprising 60 PCs. The main applications on the network are the standard Microsoft packages and an in-house accounts software product. You will be required to support both the users and the network, and find fast solutions to IT problems.

You will also be expected to assist with maintaining, modifying and enhancing the in-house software. The software has been developed in

Visual Basic and uses an Access database. This could potentially lead to a full-time role in development.

There is no requirement to have previous development experience in industry, but you should be able to demonstrate excellent skills in Visual Basic and Access, even if you have only used them for personal projects.

Job type	Permanent
Location	Edinburgh
Start date	ASAP
Salary	£18K-£26K

Apply

1. The candidate should have experience in working for large companies. true / false
2. The candidate should want to do software development in the future. true / false
3. The company has developed its own special software package based on Microsoft. true / false
4. It is important that the company's IT problems are solved quickly. true / false
5. The candidate will need to help with developing the in-house software. true / false
6. The candidate must have industrial software development experience. true / false
7. The candidate needs only a basic knowledge of Visual Basic and Access. true / false

Complete the sentences using the words in the box.

skills, main, able, demonstrate, experience, requirement, development, experienced, ideal, required, previous

1. This role is ideal for a candidate who is experienced in using Linux.
2. Your main role will be to provide support.
3. You will be required to maintain the network.
4. There is no requirement to have previous experience with NetWare.
5. You should be able to show skills in Java and C++.
6. You do not need to have previous experience of software development.
7. You must be able to demonstrate that you can work in a team.

Match the job titles to the descriptions.

- | | | |
|--------------------------|---|---|
| 1. Web Programmer | Responsible for designing, programming large-scale computer systems and applications. | 8 |
| 2. Hardware Engineer | Designs and develops applications and scripts for the World Wide Web. | 1 |
| 3. Multimedia Developer | Responsible for developing rich multimedia content for delivery over the World Wide Web or via a software application | 3 |
| 4. Network Administrator | In charge of managing an organization's computers and operating systems. | 6 |
| 5. Network Engineer | This job involves managing and maintaining an organization's LAN. | 4 |
| 6. System Administrator | In charge of the planning, design and implementation of Local and Wide Area Networks (LANs and WANs). | 5 |
| 7. PC Support Technician | Responsible for the specification and design of computer and communications hardware components. | 2 |
| 8. Software Engineer | Assists end users, either remotely or in person, with personal computer maintenance, troubleshooting and management. | 7 |

 Covering letter	Name _____	Datum _____
COVERING LETTER <p>This is Tanja's letter of application. Put the verbs in brackets into the correct tenses. Use continuous forms where necessary</p> <p>Tanja Maier Eichenallee 23 14999 Berlin Germany</p> <p>Ms Jane Davenport Personnel Manager Finefoods plc 103-107 Hall Rd. Wallington SM6 ORT Surrey</p> <p style="text-align: right;">12 June 2017</p> <p>Dear Ms Davenport</p> <p>I <u>would like</u> (like) to apply for the position of personal assistant to the sales director which <u>was advertised</u> (be advertised) in the European Business News on 9 June.</p> <p>I <u>completed</u> (complete) my traineeship in wholesaling in 2011 and since then I <u>have been employed</u> (be employed) in the sales department of a German food wholesale company. At present I <u>am working</u> (work) as a sales clerk, but much of the work that I <u>do</u> (do) is that of personal assistant. I usually <u>assist</u> (assist) the sales manager in negotiations, but I <u>am allowed</u> (be allowed) to do business with some regular customers alone. I also <u>deal</u> (deal) with all enquiries from English-speaking clients.</p> <p>I <u>have enclosed</u> (enclose) my curriculum vitae and diploma from the Berlin Chamber of Commerce showing my professional qualifications. I <u>studied</u> (study) English for five years at secondary school and for a further three years as a part of my vocational training at commercial school. Since then I <u>have visited</u> (visit) Britain regularly to keep up my knowledge of the language. I <u>am</u> (be) very interested in data processing and <u>have been taking</u> (take) courses at evening school for the last year.</p> <p>As I particularly <u>enjoy</u> (enjoy) travelling and using my language skills, I <u>feel</u> (feel) that I am qualified for the position which you <u>are offering</u> (offer). If there <u>are</u> (be) any further information which you require, I <u>will be</u> (be) pleased to supply it. I <u>am looking forward</u> (look forward) to hearing from you.</p> <p>Yours sincerely,</p> <p>Tanja Maier</p> <p>Encls.: CV Chamber of Commerce Examination Diploma</p>		

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7. Handling telephone interviews		
<p>You and a colleague have decided to practise telephone interviews together. With your partner, read the text below and decide which sentences (1-8) fit the gaps (A-F) in the text. There are two more sentences than you need.</p>		
<p>YOUR TELEPHONE INTERVIEW</p> <p>One short phone call is all it takes to get you to the next level in your job application process. Here are some tips to help you get that job.</p>		
		
<p>Be prepared!</p> <p>Gather the following documents and lists the day before the interview:</p> <ul style="list-style-type: none"> • a copy of the job description. • a copy of your letter of application, your CV and your references. • a list of questions you want to ask the interviewer. • a list of your strengths and weaknesses. <p>So that the interviewer doesn't get irritated by the sound of you flicking through papers, (A)</p>		
<p>On the day of the call</p> <ul style="list-style-type: none"> • place a notebook and a couple of pens beside the phone (B) • Make sure the room you are in is quiet. • Switch off your computer and disconnect all social media. • If possible, use a landline. If you use your mobile phone, make sure it is fully charged (C) • Get the interviewer's phone number in case you get disconnected. 		
<p>Dress for the job</p> <p>You should dress as you would for a face-to-face interview. Strange as it sounds, (D) Remember to smile: You can't sound bored or uninterested if you have a smile on your face. keep your voice sounding good, (E)</p>		
<p>During the call</p> <p>Concentrate and stay focused. Listen carefully and reply to the interviewer appropriately. Be professional and polite. At the end of the call, you can ask, "Do my qualifications meet the company's needs?" However the interview goes, always end with "Thank you for your call." The last few words of a conversation are often the ones that people remember (F)</p>		
<ol style="list-style-type: none"> 1. and that you take the call in a place where reception is good _____ C 2. ask the interviewer how many candidates he/she has spoken to today _____ 3. pin these documents and lists to the wall so that you can check them during the call _____ F 4. please hang on while I think of the answer _____ 5. so always leave a good impression at the end _____ B 6. so that you can take notes during the interview _____ E 7. swallow a teaspoon of honey just before the call _____ 8. you're more likely to feel and sound professional if you look the part _____ D 		

8. Preparing for a face-to-face interview

You listen to a podcast in which an expert gives tips about how to handle face-to-face job interviews.
Write down the tips for each stage of the interview



Stage 1: Greetings and introductions

- arrive at the interview on time
- appropriate clothes
- enough time to relax
- walk confidently
- eye contact (body language), shake hands, be confident

Stage 2: Small talk

- talk about the weather
- where you live
- get into the habit of small talk
- hobbies

Stage 3: The main part of the interview

- talk about yourself
- strengths and weaknesses
- relate answer to the job
- ask to clarify unclear questions

Stage 4: Questions from the candidate

- do background research into the company before the interview
- find the most recent developments
- read business text
- prepare questions about the company / job

Stage 5: Further arrangements and the end of the interview

- ask when you can expect to hear from the company again
- ask for further interviews
- thank you / good bye
- firm handshake / smile