

Shaw Academy

LESSON 8 NOTES

[English for Beginners]



Job Applications

Read carefully

Read the entire form carefully. Know what is being asked before filling out the form. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee.

Fill in all fields

Answer all questions. Fill in the blanks completely, accurately, and truthfully. When something doesn't apply to you, write N/A for non-applicable. Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

Position

Avoid the word “*anything*.” Put a specific job down to show you're not desperate and that you have a goal in mind.

Salary expected

Employers may use this question to screen out applicants. It is best to give a salary range or to respond with “*negotiable*.” Use one of these responses even if you know the wage. This leaves you room to negotiate a higher wage.

Personal information

If you don't have a phone, give a number where messages can be left for you.

Education and training

List academic, vocational, and professional education and schools attended. Be prepared to attach copies of certificates or other documents. If you are planning to attend college, write “*Plan to attend XYZ College*” and when.

Work experience

Always list the most recent employer first. Give complete and accurate names, dates, addresses, phone numbers, job titles, dates of employment, etc. Use your resume as a guide. Make sure the information presented in the application agrees with the information in your CV. Explain gaps in your work history.

Special job-related skills

Use action verbs to list your special job-related skills, training, licenses, and accomplishments. List the types of equipment/tools that you can use. This will make you stand out from other applicants. The job description can provide clues about important skills.

Reason for leaving

Be careful when giving your reason for leaving a previous job. Even if your previous boss was a jerk, you should never be negative. Acceptable answers include: “*school conflict*,” “*conflicting hours*,” “*better opportunities for advancement*,” “*lack of work*,” “*seasonal employment*.”

References

Most employers will call references, but they also may request a written evaluation by mail. Many employers can only tell dates worked and if they would re-hire you. Therefore, you may want to use teachers, counselors, principals, coaches, ministers, etc. as references. (Do not use relatives.) Be sure to ask for their permission and verify where they can be reached. Provide complete and accurate information about 3 (or more) people who can speak highly of you.

Last details

Sign (Don't print) your name if it is a written application, and include the current date. Check carefully that you have completed the application. Once you fill out an application, it is a binding document; any misinformation could be grounds for termination. If you are asked when you can begin work, be sure to allow enough time to give at least two weeks' notice to your current employer.

The Perfect CV

CV stands for **curriculum vitae**, which is Latin for 'course of life'. It is a summary of your experience, skills and education. In the USA and Canada it is known as a **résumé** - this is the French word for summary.

1. Keep it concise!

Usually a CV should be no more than two pages of A4. Not front and back. Employers spend, on average, just 8 seconds looking at any one CV, and a definite way of getting your CV overlooked is to send them your entire life story. Keep it concise, to the point, and save the little details for the interview.

2. Tailor it

Everyone has sent the same CV out to lots of employers to save time. Don't do this. Take the time to change your CV for each role that you apply for. Research the company and use the job advert to work out **exactly** what skills you should point out to them. They will appreciate the obvious effort.

3. Include a personal statement

Don't assume an employer will see how your experience relates to their job. Instead, use a short personal statement to explain why you are the best person for the job. We call it a professional summary. An example is given below.

Enthusiastic and personable educator with a passion for teaching, who excels in a results-driven environment. Vast experience teaching classes of all sizes, from on-to-one tutorials to massive multinational webinars.

4. Don't leave gaps

Leaving obvious gaps on your CV immediately makes employers suspicious – and they won't give you the benefit of the doubt. If you've been out of work it can be a worry but just put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management? If so, tell them.

5. Keep it current

You should keep your CV up-to-date whether you're looking for a job or not. Every time something significant occurs in your career, record it so you don't later forget something that could be important.

6. The error of your ways

Employers **do** look for mistakes on CVs and if they find them, it makes you look quite bad.

'With most employers experiencing massive volumes of applicants right now, giving them the excuse to dismiss your application because of avoidable errors is not going to help you secure an interview.'

If you're unsure then use a spellchecker and ask someone else to double-check what you've written.

7. Tell the truth

Blatant lies on your CV can land you in a lot of trouble when it comes to employers checking your background and references. The last thing you want is to start work and then lose your new job for lying. You also may get caught out at the interview stage when you suddenly can't answer questions on what you claim to know.

8. Numbers, numbers, numbers!

This may sound dull but by backing up your achievements with numbers it makes selling yourself much easier. When writing your work history, don't just say that you increased sales; tell them you increased sales by 70% over a six-month period. Big numbers are especially good.

9. Make it look good

We live in a world where image is everything, and that also goes for your CV. Take some time to make it look appealing. Use bullet points and keep sentences short. Use the graphic design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye.

10. Make it keyword friendly

If you've uploaded your CV to a job site so recruiters can find you, keywords are very important. Job titles and job buzzwords will help a search engine pick out your CV from the pile. E.g. A marketing candidate might mention SEO (Search Engine Optimization), direct marketing and digital marketing among their experience and skills. If you're not sure, have a search online and see what words are commonly mentioned when you input your job title.

CV Mistakes to Avoid

- Make sure you know the name of the person you are sending it to.
- Check your grammar and spelling.
- Make sure when sending multiple applications to different companies, to address each company correctly and not get them mixed up.
- Don't forget to attach your attachments.
- Make your CV a simple format like .doc so it can be easily opened on any PC. Alternatively, save it as a PDF.
- You are the title! ...not CV.
- Don't send it from '*beerlover@gmail.com*'.
- Check your grammar and spelling again.
- Remember spellcheckers aren't perfect, so read over it carefully yourself.
- Finally, check it again!

THANK YOU

english@shawacademy.com

