

## 1. A job advertisement

Daniela Kropp, a newly qualified software developer, is looking for a job on the internet. She is interested in the following advertisement.

**Read the advert and underline unknown words and structures. Then complete the sentences below in your own words.**

The screenshot shows a web browser window with the address bar displaying <http://www.jobs-in-it.com/juniordveloper/Medteccov>. The page title is "www.jobs-in-it.com". The main content area is titled "Junior Developer" and contains the following text:

**Salary:** £20,000 – £25,000 per annum (depending on experience and age)

MEDTEC Ltd is a fast-growing manufacturing company based in Coventry and specializing in the production of medical scanning equipment. We are seeking a full-time, permanent Junior Developer to support the team at our high-tech production facility.

As the successful candidate, you will be highly-motivated and possess the ability to work on your own initiative to plan and develop solutions using Perl, Ruby, Javascript and Python, as well as other appropriate application tools.

You will need experience of developing applications within a SQL Server 2005 database environment. Additionally, you will need to be a good team player who can think on his/her feet and work under pressure while still having an eye for detail. Good communication skills are also a must as you will be required to liaise effectively with all levels of the business.

**Requirements:**

- Accredited qualification in programming /solution development
- 2 – 3 years of work experience in production
- Ability to demonstrate practical understanding of development in a high-pressure, commercial environment
- Experience of assessing the performance and functionality of solutions with a view to improving them
- A full, current and clean driving licence
- Good knowledge of English with strong communication skills in oral and written English

**Closing date for applications:** 20 April 20..

To apply send your CV together with a covering letter and the names of two referees to Mark Thwaite.

**Post:**  
45 Blair Avenue  
Coventry  
CV3 4WM

**Email:** mark\_thwaite@medtec.co.uk

**Equal Opportunities Statement:** MEDTEC Ltd is an equal opportunities employer. We select candidates according to their skills and experience regardless of gender, ethnicity, sexual orientation, religion or age.

1. The company will pay .....
2. The type of contract of employment on offer is .....
3. Candidates should have their applications in by .....
4. The company's employment policy says .....

**2. Read the ad again and make two lists of what the company is looking for**

<i>Skills and experience</i>	<i>Personal qualities</i>
➤	➤
➤	➤
➤	➤
➤	➤
➤	➤

**3. Match the German expressions (1 – 10) with English ones from the text**

- |                |                         |
|----------------|-------------------------|
| 1 abhängig von | 6 eigenständig arbeiten |
| 2 ansässig in  | 7 Erfahrung             |
| 3 unterstützen | 8 Produktionsstätte     |
| 4 Bewerber/in  | 9 spezialisieren auf    |
| 5 Fähigkeit    | 10 Referenzen           |

**4. Read the text on Drafting a Good CV**

In most lines there is one extra word. It is either grammatically incorrect or does not fit in with the meaning of the text. Some lines, however, are correct. Find the incorrect words.

**DRAFTING A GOOD CV**

0 Drafting of a CV which will get you the job takes some thought and preparation.  
 00 First of all, the layout should be clear and all the details easy to understand.  
 34 Make sure you include everything each which is relevant to the position you have  
 35 applied for. Give information about education, work experience, etc. in its  
 36 reverse chronological order and do not leave any period unaccounted for. If you  
 37 have been an unemployed, say so; if you have done a job which is unrelated to  
 38 the one you are applying for, say so. Even 'unskilled' jobs can never  
 39 demonstrate that you have qualities like energy or the ability to communicate.  
 40 If you include languages, indicate all the level of proficiency. If you have skills in  
 41 word processing or computing, state which packages you can use. As for  
 42 activities and interests, only include items of interest to your prospective  
 43 employer. Choose this referees who can show that you possess the particular  
 44 qualities the employer wants. Do not forget, you can only have write an  
 45 effective CV when you know about from the employer and the job.  
 Find out as much as you can before you start.

## 5. Writing a CV in English

Work with a partner. Make a list of differences between a CV in English and German. (Use the internet, speak English only)



## 6. Daniela's CV

Daniela decides to apply for the job with MEDTEC Ltd. Copy the outline of her CV then write the information under the appropriate headings.

Mr Jörg Stefan, Training Manager Pharmafix AG Baumweg 57, 04107 Leipzig	Unix	Apprenticeship as software developer with Pharmafix AG – September 20.. – May 20..:
Linux	<div style="border: 1px solid black; padding: 10px;"> <p><b>Personal details</b></p> <p>Name: Daniela Kropp</p> <p>Address:</p> <p>Telephone number:</p> <p>Nationality:</p> <p><b>Work experience</b></p> <p><b>Education and qualifications</b></p> <p><b>Skills and experience</b></p> <p>Operating environments:</p> <p>Programming languages:</p> <p><b>Interests</b></p> <p><b>Referees</b></p> </div>	Schilling Allee 93, 04246 Leipzig, Germany
Ms Sandra Kossak Berufliches Schulzentrum Connewitz Leipziger Straße 103 04592 Leipzig		PHP
German		September – December 20.. Volkshochschule (Adult Education College) Leipzig: course in internet development with XSL and XML
Windows (XP, Vista, Windows 7)		Python
Javascript		+49 (0) 341 4873 987
Ruby		Perl
Football, cinema		
20 .. Abitur (equivalent to A levels), Max Roth Gymnasium, Leipzig		Office assistant with Leipziger Urbrau GmbH – July 20.. – January 20..

## 7. Your CV

- Write your own CV using the one above as a guide for layout and content.
- Swap CVs with a partner. Read his/her CV and suggest improvements.

**8. A covering letter**

Daniela writes a covering letter to MedTec. In which line(s) does Daniela write about these things?

1. say where she learned about the job
2. explain why she is qualified for the position
3. ask for the chance to meet
4. indicate that she is sending her CV with the letter
5. list her skills
6. list her personal qualities

Mark Thwaite  
HR Assistant  
MEDTEC Ltd  
45 Blair Avenue

5 Coventry  
CV3 4WM

Schilling Allee 93  
04246 Leipzig  
Germany

12 April 20..

Dear Mr Thwaite

**Application for the position of Junior Developer**

10 I am writing to apply for the position of Junior Developer with MEDTEC Ltd which I saw advertised on jobs-in-it.com. Please find enclosed a copy of my curriculum vitae.

I have just successfully completed my apprenticeship as a software developer with Pharmafix AG, a manufacturer of pharmaceutical products in Leipzig. During the three years of my apprenticeship I gained experience of developing software solutions in a manufacturing context. In particular, I developed expertise in programming using Perl and Python, as well as experience of programming  
15 in Javascript and Ruby. I believe that the experience and skills I gained during my apprenticeship equip me well for the position at MEDTEC Ltd.

I consider myself to be hard-working and reliable. In addition, though I am able to take responsibility for my own workload and work on my own initiative, I enjoy the collaborative experience of working as part of a team. Moreover, I am a fast learner and am very keen to develop myself further in an  
20 interesting commercial context, something which I am sure MEDTEC Ltd would provide me with.

I would greatly welcome the opportunity to talk to you about the position and how I can fulfil its requirements. I have attempted to include all relevant information in my curriculum vitae. However, should you require additional information, please do not hesitate to contact me.

Thank you for taking the time to read this letter and my CV. I look forward to hearing from you soon.

25 Yours sincerely

*Daniela Kropp*

Enc

## 9. Practicing Language

Replace the terms in *italics* by suitable ones from the box below.

a candidate | activities | advertisement | available | believe | challenging  
 completing | continued | customers | department | experience | helpful  
 interest | interview | issue | references | standard | testimonials | training

I was interested to see your *announcement*<sup>1</sup> for the post of a junior export sales officer in the June *copy*<sup>2</sup> of "Trade International" and I would like to be considered as an *applicant*<sup>3</sup> for that vacancy.

I *feel*<sup>4</sup> I am fully qualified for the post as after *ending*<sup>5</sup> my course in business studies at Kingston College of Further Education, I worked in the sales *section*<sup>6</sup> of a small local wholesale business. My *tasks*<sup>7</sup> there involved dealing with *business contacts*<sup>8</sup> at home and abroad. I am familiar with the *traditional*<sup>9</sup> office communication facilities. At college, I *carried on* with<sup>10</sup> French and also learnt some Spanish.

I am keen to do some more *demanding*<sup>11</sup> work and feel that the experience gained in my present job will be *useful*<sup>12</sup> in your company.

My CV and the usual *certificates*<sup>13</sup> are enclosed.

I am *ready*<sup>14</sup> for a personal *discussion*<sup>15</sup> at your convenience and look forward to hearing from you.

Reorganize the parts in the proper order to form full sentences.

- 1 as a management assistant / I / in human resources / train with / Wolters Maschinenbau GmbH
- 2 as an assistant to the area sales manager / for two years / I / in Swansea / work
- 3 additional courses / as a management assistant in insurance / attend / during my training / I / to improve my computing skills
- 4 as a management assistant / complete / in property management / in two months' time / I / my training
- 5 as a temp / I / in the logistics department / of IPEX Mediatechnik GmbH / since leaving school / work
- 6 as a management assistant / in wholesaling and retailing / last / my training / three years
- 7 for an opening in an engineering company / having completed / I / in office communication / look / my training
- 8 after my traineeship / continue / I / in the capacity of field representative / to work / with Steinmeyer & Partners / with this company

## 10. Writing a covering letter

Write a covering letter for the job provided advert. It will be corrected and marked!