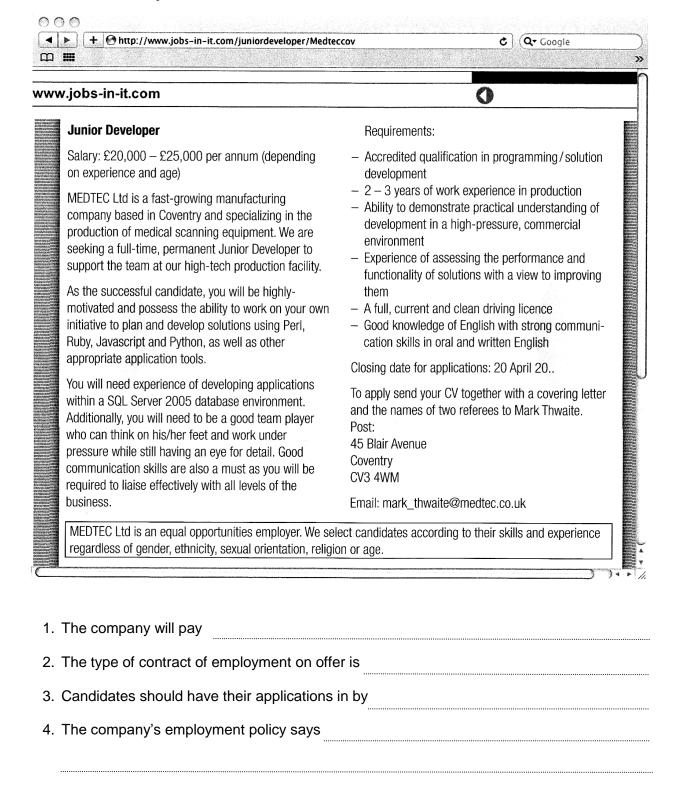
1. A job advertisement

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.



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

Skills and experience	Personal qualities	
>	>	
>	>	
>	>	
>	>	
>	>	

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	Berwerber/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

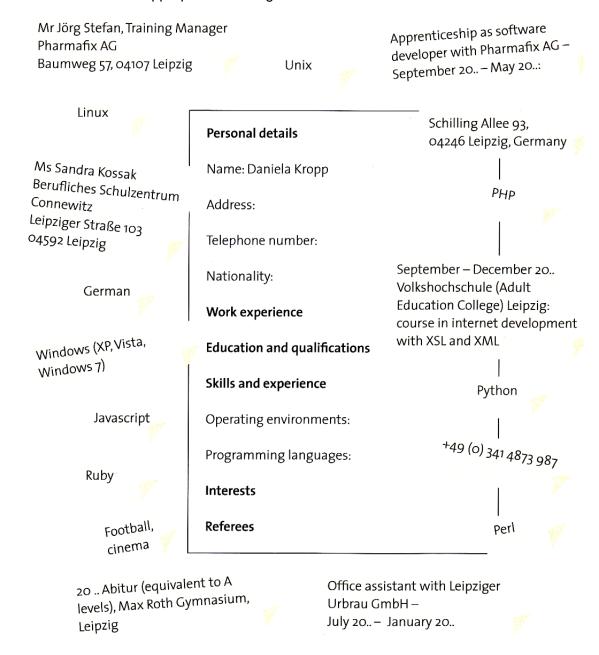
- O Drafting of a CV which will get you the job takes some thought and preparation.
- 00 First of all, the layout should be clear and all the details easy to understand.
- 34 Make sure you include everything each which is relevant to the position you have
- 35 applied for. Give information about education, 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.



7. Your CV

- a. Write your own CV using the one above as a guide for layout and content.
- b. 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 Schilling Allee 93
HR Assistant 04246 Leipzig
MEDTEC Ltd Germany

45 Blair Avenue

5 Coventry

CV3 4WM 12 April 20...

Dear Mr Thwaite

Application for the position of Junior Developer

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 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 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 ¹ for the post of a junior export sales officer in the June copy ² of "Trade International" and I would like to be considered as an applicant ³ for that vacancy.

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

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

My CV and the usual certificates 13 are enclosed.

I am *ready* ¹⁴ for a personal *discussion* ¹⁵ 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!