

Тема 2.2 Профессиональное самоопределение личности. Резюме.

1. When applying for a job, people prepare a short personal summary to describe their qualities. Decide what expressions describe you best. Use the dictionary if necessary.

Dependable, creative, well-organized, industrious, punctual, disciplined, experienced, hard-working, a good team player, skilled, motivated.

2. Every job interview contains awkward questions. The ability to deal with them depends on experience and competence. Decide what answers are more appropriate for these typical questions.

1. Why are you leaving your present position?

- a. I would like to move on and see this post as an opportunity to meet new challenges.
- b. I was made redundant.

2. What has been your greatest disappointment?

- a. I failed to solve the escape route situation in Building X.
- b. The award-winning design was not realized due to financial difficulties.

3. Where do you see yourself in 10-years' time?

- a. I'd like to take early retirement. So I might be on a beach somewhere.
- b. If the opportunities allow it, I'd like to concentrate on creating master plans and supervise small building projects.

4. Do you think you are too young for this post?

- a. I may be young, but I'm motivated and willing to learn.
- b. Has age got anything to do with experience?

5. How would you motivate others?

- a. I'd bribe them and make them out for drinks
- b. I'd look for special talents and skills and praise them for these capabilities.

6. What salary are you looking for?

- a. I'm looking for something between \$22,000 and \$25,000.
- b. I'll take what is going.

7. Are you prepared to put in extra hours?

- a. I like to be at home in time to watch the 6 o'clock news.
- b. If deadlines have to be met I will do my utmost to ensure that work is finished on time.

3. Work in pairs. Act out a job interview in building construction. Student A is an interviewer. Make up a list of questions to ask. Use the model if you need.

Model:

- 1. Can you introduce yourself and your related experience as a general constructor?
- 2. What sort of project were you involved in?
- 3. What are your greatest strengths?
- 4. What is your greatest weakness?
- 5. Why do you think you would do well at this job?

Student B is a job applicant. Think of the questions to ask the interviewer about the job. Use the model if you need.

Model:

- 1. How would you describe the responsibilities of the position?
- 2. What is the typical work week?

3. Are extra hours expected? 4. What training is there for the job?
5. What are the career prospects?

4. Prepare answers to the interviewer's questions. Use word combinations from the box.

Interviewer	Applicant
The applicant for the job position must....	I believe I would do well in this job because
Ideal candidate will be....	I'm a person that
We require	I'm good at
Our company offers you....	I also have ... to make a real success of this role / job.

4. When applying for a job, you go through a lot of "red tape" You fill in an application form or a hand-written CV is required. Study the example of CV based on the European CV format.

Construction Resume Example

PERSONAL INFORMATION

Name: Robert Lane

Address: 24 Laheland Road, Bedhampton, Mendleshire KR4 9UJ, United Kingdom

Phone: Home : 01756 78634 Mobile 0777434 675332

Nationality: British

Date of birth: 03/06/1987

EDUCATION

Date: 2004-2007

Name and type of educational establishment: Simpson College, London, UK

Qualification: Higher National Diploma

Main subjects / skills: Health and Safety, Site management, Project management, Cost estimating

WORK EXPERIENCE

2007 to present: DM Construction

Position: Construction manager

Main activities and responsibilities: Preparing all construction documents, working through negotiations, developing strategies to comply with budget goals, ensuring projects met building code regulations, supervising work of building crew

PERSONAL, SKILLS AND COMPETENCES

Mother languages: English- excellent communicator

Other languages: Good spoken French, some German

Skills: Knowledge of project control tools, projects schedules and contractual obligation

ADDITIONAL INFORMATION

Personal interests: include rock climbing and cycling. Clean driving license.

5. Work in pairs. Answer the following questions.

1. How old is Robert Lane?
2. At which college did he study?
3. What skills did he acquire at the college?
4. Is he employed at the moment?
5. What does he think his strengths are?
6. Does he know anything about project management?
7. What does he do at his free time?

6. Write a CV for yourself. In your CV you have "to sell" yourself. You can invent work experience for this task.

When applying for a job, you send or upload a job application letter or cover letter to your CV. Complete the example of a cover letter using your CV.

***Note.** While CV offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.*

JOB APPLICATION LETTER

_____ (Applicant's name)

_____ (Address)

_____ (Phone number)

_____ (E-mail)

_____ (Company Name)

_____ (Name of the person in charge of hiring)

_____ (Title)

_____ (Address)

_____ (Date)

Dear Mr. / Mrs. (1) ... (Name of the person who is in charge for hiring),

I am writing to apply for the ... position advertised in / on (2) As requested, I am enclosing a completed job application, my certification, my resume, and references.

I believe I have the necessary skills and abilities for this job. The key strengths that I possess for success in this position include: (3)

I am very eager to become a member of your team. Joining your organization would give a chance to develop useful skills that will help in pursuing my long-term career goals.

I can be reached anytime via e-mail ... or my mobile phone (4)

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely yours, (5)