

VOCABULARY

Looking for a job

LEVEL

Elementary (A2)

NUMBER

EN_A2_1041V

LANGUAGE

English



Learning outcomes

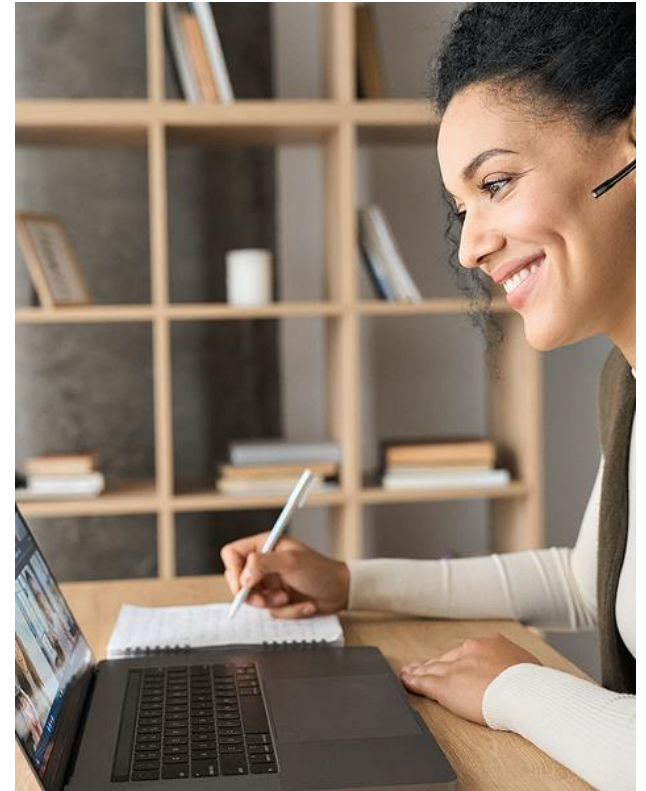
- I can use vocabulary related to searching for a job.
- I can describe my own experience of searching for a job.



Warm-up

What do you do?

Do you have the same job as anyone in the class today?



Looking for a job

Read the text. Answer the questions.

I saw an ad online for a **job** as a chef at the new restaurant in my town. I'm not **unemployed**, but I would really like that job because it pays a higher **salary** than my current job. I **filled out** the online **application**. The restaurant manager called me for an **interview**. She told me to bring my **résumé, cover letter and recommendation letters**.

During the interview, the manager asked me about my **education** and my **experience**. I explained that I don't have a degree but I have worked as a chef at two different restaurants. She said they would call me with the job **offer** in a few days.

What job did this person apply for?

Why did they apply for the job?

What did the manager ask about in the interview?

Did the person get the job?

Finding a new job

unemployed



I'm **unemployed** at the moment. I don't have a job.

to apply



I am **applying** for a new job.

Finding a new job

application



The job has an **application** form, so the company has my information.

to fill out



I **fill out** the application by writing down my name and phone number.



I need a job!



I'm **unemployed** and I need a new **job**!

I need to **fill out** a lot of **application forms** and I hope one of the companies will get back to me soon.





I need a job!



I had a good **job**, but now I need a new one.

I fill out **applications** every day.



I'm **applying** for new **jobs** every day, but I still haven't got one.

I am still **unemployed** and now I am nervous.





Choose the correct word

1 I don't have a job so I am _____.

a. employed

b. unemployed

2 I need a new job so I _____ for many jobs. I hope I get one!

a. apply

b. application

3 I'll _____ applications every day, so I can get a new job quickly.

a. fill out

b. fill up



Match the phrases

1 I'm unemployed so...

2 I filled out...

3 I applied for...

4 I still haven't...

a an application for a receptionist job.

b found a new job.

c I fill out applications for new jobs.

d the receptionist job, but I haven't heard back yet.



Unemployment

You can do this activity **in breakout rooms** or **as a class**.

Have you ever been unemployed?



What can people in your country do when they are unemployed?

How easy is it to find a job in your country?

Describing yourself to an employer

résumé



Many jobs require a **résumé** as part of the application.

cover letter



These applications require a **cover letter** where I have to say why I am right for the job.

Describing yourself to an employer

education



My résumé lists my **education**, such as the degrees I earned at university.

work experience



My résumé also lists my work **experience**, such as all of the jobs I have had in the past.

recommendation



Many job applications also require **recommendation letters** where other people say that I am good at my job.



Résumé or CV?



A **résumé** is like a CV,
but it is shorter.

A **CV** gives more detail
about academic
studies.

When was the last time you wrote a **CV** or
a **résumé**?

What I include in my application

1



I am preparing my **application** for a job as a chemist.

2



I wrote my **résumé** and included my **education**. I have two degrees.

3



I wrote a **cover letter** explaining that I don't have any **experience** as a chemist yet, but I am ready to learn.

4



I need to ask my boss for a **recommendation letter** saying that I am a good assistant and will make a good chemist.



I need some help with my application!

Complete the dialogue. **Practise** with a classmate.

cover

applying

résumé

job



Can you please help me write a good _____?

I only have one degree and it is in a different field from the job I'm _____ for.

Yes, I've had a _____ as a journalist for two years. I can describe that in more detail in my _____ letter.



work
experience

to get

letter

education

Sure. First, let's include your _____. How many degrees do you have?

That's ok. Do you have any _____ in this field?

That's great! We should also ask your boss to write you a recommendation _____. I think you'll get the job!



Discuss

Use the prompts and pictures to help.

Which do you think is more important when applying for a job:
education or experience?



*I think **it depends on the job...***

*I think **they are both important, but...***

Next steps

interview



At the job **interview**, they will ask me many questions about my education, my experience, and why I want the job.

offer



If they choose me, they will make me a job **offer**.



Next steps

contract



I need to sign the job **contract** to accept the offer.

salary



The contract lists the **salary** – this is how much they will pay me to do the job.

benefits



The contract also lists the employment **benefits**, such as my pension, holiday pay, and meal breaks.



Good luck!



I **filled out** an online **application** and the company called me for an **interview**.

Good luck with the **interview**! I hope you get the job!





I got the job!



At the end of the **interview**, the manager made a job **offer** right away.

I asked about the **salary** and the **benefits**.



She said the **contract** would include all of those details.

I'm so glad I won't be **unemployed** after I accept this job **offer**.





Describe how you got your current job



to apply

to fill out

application

résumé

cover letter

recommendation
letter

interview

offer

contract



Benefits

healthcare

pension

holiday pay

meal breaks

sick pay

flexible
working hours

Which benefits above are **most important** to you when applying for a new job?
Share your top three!



Salaries

Which of these jobs do you think has the **highest salary**?



actor



football referee



police officer



construction officer



End of lesson

Idiom

Day job

Meaning: The job that you get paid for; your main job (when you have other projects or passions on the side).

Example: Don't give up the day job!



Additional practice



Fill in the blanks

- 1 Did you lose your _____? How will you find another one?
- 2 You need to _____ for lots of jobs now.
- 3 You can _____ applications for journalist jobs.
- 4 You can't stay _____ for long!

unemployed
apply
job
fill out





Benefits

What benefits do you get in your job? Which jobs often have good benefits?



Company car

Travel allowance

Private healthcare

Holidays



Get the job



Your teacher or classmate will ask you questions about your education and experience for the job you have applied for.

You can ask questions about the salary and benefits.

Switch roles and choose different types of jobs until everyone has had a turn.

Good afternoon. Please take a seat.

Can you tell me a little bit about yourself?

Let's take a look at your CV...



Answer key

P. 4: 1- They applied for a job as a chef. 2- because it pays a higher salary than their current job 3- about their education and experience 4- The interviewer said they would call with the job offer in a few days.

P. 9: 1. b 2. a 3. a

P. 10: 1. c 2. a 3. d 4. b

P. 16: résumé, education, applying, work experience, a job, cover, letter

P. 28: 1. job 2. apply 3. fill out 4. unemployed



Summary

Vocabulary for looking for a job:

- *unemployed; to apply; application; to fill out*
- *résumé; CV; cover letter; education; work experience; recommendation*
- *I'm **unemployed** and I need a new **job**!*

Talking about your interview experience:

- *interview; offer; contract; salary; benefits*
- *At the job **interview**, they asked me many questions about my education, my experience, and why I want the job.*

Talking about benefits:

- *Important benefits: *healthcare; pension; holiday pay; meal breaks; sick pay; flexible working hours**
- *I asked about the **salary** and the **benefits**.*



Vocabulary

unemployed

to apply

application

to fill out

résumé

cover letter

education

work experience

recommendation

CV

interview

offer

contract

salary

benefits



Notes

