

# Documents needed for a job application

COMMUNICATION

LEVEL  
Upper-intermediate

NUMBER  
EN\_BE\_3A01X

LANGUAGE  
English

lingoda

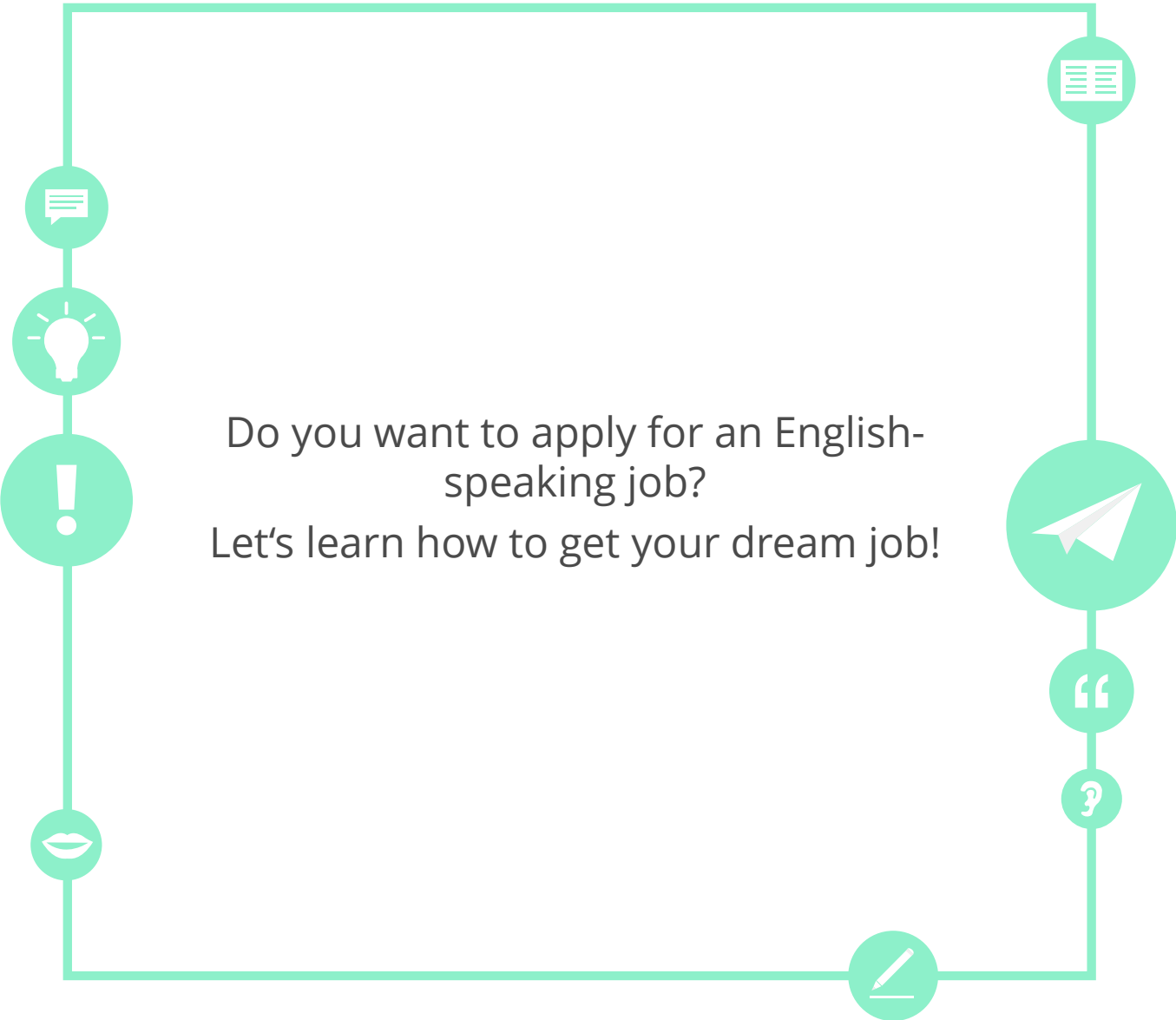




## Goals

- Can understand which documents are needed for a job application
- Can present and submit supporting documents



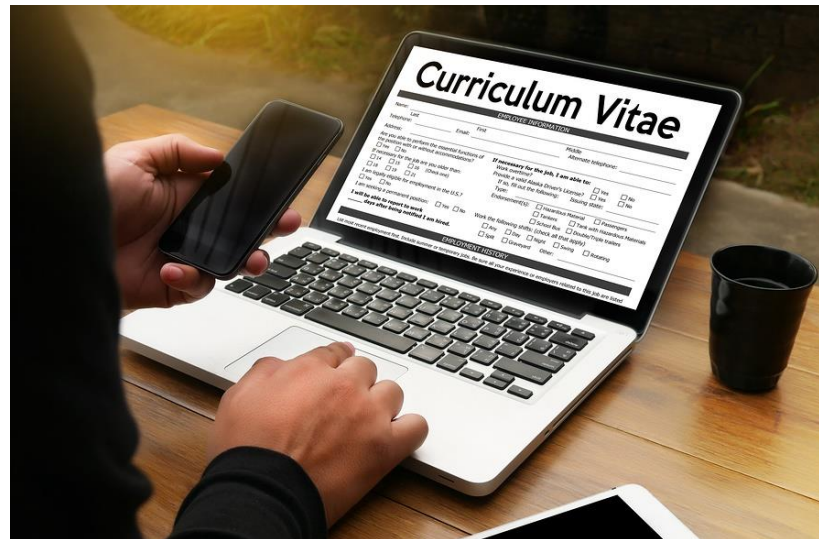


Do you want to apply for an English-speaking job?  
Let's learn how to get your dream job!



## Preview and warm-up

- In this lesson, you will learn about the **documents** that you typically need to **support a job application**.



The most important part of a job application is your **curriculum vitae**!



## Documents needed for a job application

**curriculum  
vitae**

**letters of  
recommendation**

**cover letter**

**writing samples**

**academic  
transcripts**

**portfolios**

**addressing  
selection criteria**

**references**





## Documents needed for a job application



Your **curriculum vitae** should outline your skills and experience.

Your **cover letter** should draw attention to your skills and experience, explain why you are applying for the job and explain why you are fit for the job.



Your **academic transcripts** provide a detailed overview of your university marks and the subjects you studied.

For some jobs, you have to state how you meet the **selection criteria** of the job. This is a separate document.



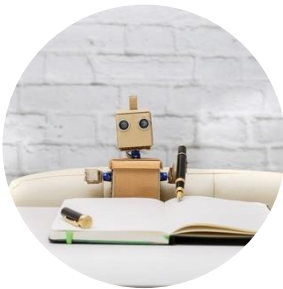


## Documents needed for a job application



Your **references** are the people your new employers will contact to find out about your experience with other employers.

A **portfolio** showcases your design skills or artistic projects.



**Writing samples** are included in applications to demonstrate your publication history or experience writing for different audiences.

**Letters of recommendation** are provided by former employers or academic supervisors.





## Writing an application

When you submit a job application in your country, what documents do you typically include?



If it's a **professional job**, employers typically want to see **evidence of your qualifications**.

**Portfolios** are really important for **creative jobs**. Employers want to see what your work looks like.





## What documents for what job?

**What supporting documents would these applicants need to submit with their job applications?**

Dan is applying for a job as a kitchen hand. He's just finished high school and this is his first job.

Angelika has worked as a management consultant for 10 years and she's applying for a higher paying job.

Tony is applying for a job as a make-up artist at a major theatre company. He has 2 years' experience.

Michelle has just finished a law degree and is looking for an internship. This is her first job.



## Job applications in English-speaking countries

**The following jobs all require different skills. What would an application for each of these positions ideally look like?**

**What would applicants applying emphasise about themselves?**



1

IT consultant at a fast-paced marketing start-up.

2

A student internship at a consulting company.

3

A junior finance position and an experienced management position



# Cover letters

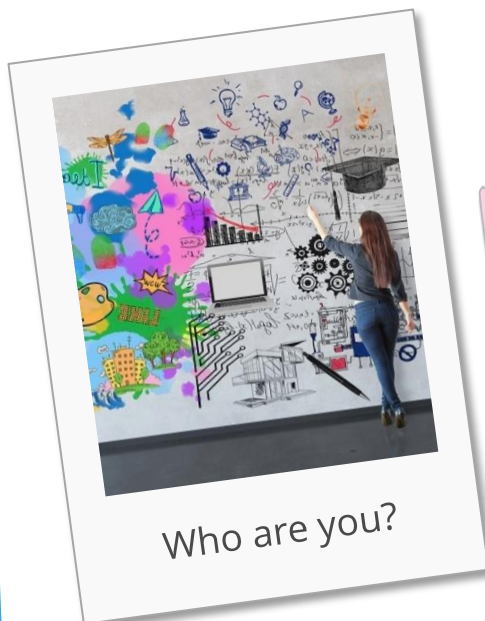
- **Cover letters** are for expressing your **motivation** for a role and convincing the hiring manager that you are **fit** for it.
- **Cover letters** are required in **most cases**, along with your **CV**.





## Describing yourself in an application

**Below are some typical adjectives you can use to describe your best attributes in a cover letter. Practise describing yourself to a partner/your teacher as if you were speaking to hiring a manager.**



honest

keen

diligent

efficient

resourceful

productive

flexible

trustworthy

versatile

creative

goal-oriented

hard-working

thorough

proactive

capable

determined



What's the difference?

What's a  
reference?



What's a letter of  
recommendation?

## References

Strong **professional** and **personal references** can be key to securing you a job. They will be able to **attest to** the **skills** and **qualifications** you have included on your CV and provide an **insight into what you are like to work with**. Between **1-3** references are usually requested.

Select your references **carefully**, and make sure you have fully **briefed them on the position** and **your relevant skills** for it, so that they will be prepared to **support your application**.





## References

- What **contact information** do you provide when listing a reference on your CV?
- What would you write if one of your references had changed jobs?





## References



Each reference should include:

- **Name**
- **Job title**
- **Company**
- **Address**

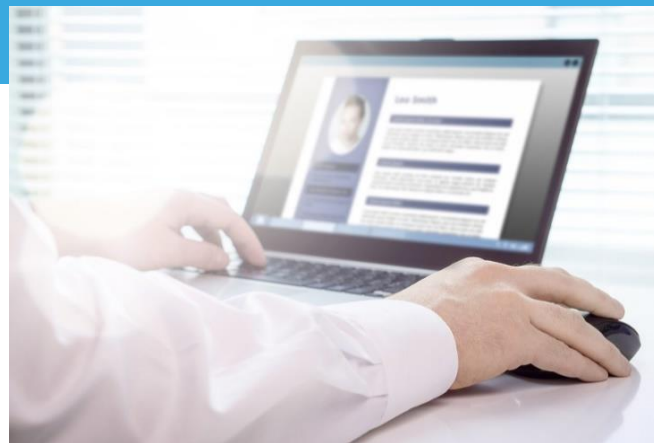


## Should you always provide references?

References are **not always required**. If they are, this will normally be towards the **end** of the recruitment process (normally, it is your **CV** and **cover letter** that are most crucial to getting you through the **initial stages**).

Therefore, **do not feel obliged to include them on your CV** every time unless **you have been asked to do so**, especially since space is often limited.

Nevertheless, It is always a good idea to **prepare a list of references** before you apply, in case they are requested.





## References

Have you had to provide references for a job application before? Who did you choose? Who would you choose if you haven't already been required to do so?

### Professional:

- Bosses
- Colleagues
- Customers



### Personal:

- Family
- Friends
- neighbours



## Putting together a portfolio

**Writing** and **design portfolios** are important in jobs where you will be using these skills and where employers want to see **practical evidence** of your **abilities**.

Normally, employers will state in the job application **how many** writing or creative samples they want you to include in your portfolio.



A **writing portfolio** typically includes a **select sample** of your **best work**.



A **creative portfolio** will typically include examples of your **art projects**, including **photos** if they are relevant to you being selected for a **creative performance role**.



**What kind of jobs  
require writing  
samples?**

Journalism

Public relations

Publishing



## Choosing writing samples

Make sure your sample has the appropriate **tone** and **register** required for the job. You should differentiate between **journalistic** styles and **academic** styles.

**Published articles** are normally ideal, but not essential. If you do not have professional writing samples, you could provide a sample of a **blog** you've written or a particularly good **academic paper** may be appropriate depending on the job.

Make sure you **proofread** it (and ideally ask someone else to as well) several times for spelling and grammar mistakes!





## Choosing writing samples

What kinds of writing samples would you include in an application for the following jobs?





Consider the following questions

**How long should  
your writing  
samples be?**

**How many  
samples should  
you include?**

**What would you do if  
your writing experience  
was different from the  
job, but you still wanted  
to apply?**



## Evidence of educational qualifications

**For some jobs, employers require evidence of your educational qualifications.**



1

What educational documents do you typically provide potential employers with?

2

Have you had your educational documents translated into English?

3

If the name of your qualification does not exist in English, what do you write on your cv?





## How to submit your job applications

When your application includes a number of documents how do you usually submit it? Online or via post? In one document or as separate documents? Do you bring these documents with you to an interview?



I send it in the **post** if it includes **academic transcripts.**

**Pdf documents** are better than **word documents.**

## How to submit your job application

- How you submit your job application **depends on the job.**
- Most applications are submitted via **e-mail**. Some employers prefer your cover letter in the body of the e-mail, others prefer it as an **attachment**. Your prospective employer will normally tell you how they want the documents submitted, but if they do not, don't hesitate to **ask**.




For example, sometimes employers want **academic transcripts** to be sent directly from your institution.



## How to write an email with your job application attached

Generally, the CV and cover letter are included as email attachments. Follow these steps on how to do this.

- In the **subject line** of the email, put the **title of the job** and **your name**.
- In the **body** of the email, briefly outline **who you are** and **why you are writing**, and, if required, **indicate when you are available to start**. Do not go into any more detail than this, because that is what your **cover letter** is for.
- Indicate that your **CV and Cover Letter are attached**.
- Ask the hiring manager to **contact you if they have troubles** with the attachments.
- Sign off the email with your **first and last names** and your **phone number**.



Save your documents as **your name** along with **CV** or **Cover Letter**. For example:

**Julia Brookes CV**



## Practise writing emails to potential employers

**Practise writing an email to an employer letting them know that you are applying for a job. In your email, mention that all your supporting documents are attached.**

-

□

×

To:

Subject: Application for the position of...

Dear Sir/Madam,



## An example of an application email.

<div><div>-</div><div>□</div><div>×</div></div> <div><div>Hiring Manager</div><div>Marketing Internship Julia Brookes</div><div><p>Dear Sir/Madam,</p><p>I am a business graduate from the University of Manchester and I am writing to express interest in the marketing internship you are offering.</p><p>Please find my CV and Cover Letter attached. Let me know if you have any trouble opening the attachments.</p><p>I look forward to your response.</p><p>Yours faithfully, Julia Brookes</p></div></div>
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## Assessing the strength of your application

What would be the most important things to emphasise in these applications and what supporting documents should be included?



A position in  
customer service

A position as a  
graphic designer



A teacher

A job as a CEO of  
a company.



Are you ready to submit your application in English?

**Have you got all  
your supporting  
documents in  
order?**

I just need to  
translate my  
academic  
transcripts.

I just need to  
contact one of  
my references.

I need one more  
writing sample  
for my portfolio.

Yes!



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no







## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again





## Writing a cover letter

**Kiera is 28 years old and she is looking for an energetic job with potential for career advancement. She has found a job advertisement for a social media marketing manager at a new start-up in the heart of London.**

**Write a cover letter for her.**

Job ad: Are you the first one at work in the morning and the last to go home because you just enjoy working so much? Join us. Every minute is action packed. A great role for someone starting out. Flair, creativity, and team spirit needed. Please submit a writing portfolio with your application. Apply now!

Kiera's education:  
A fine arts degree  
with a  
specialisation in  
design and art  
history.

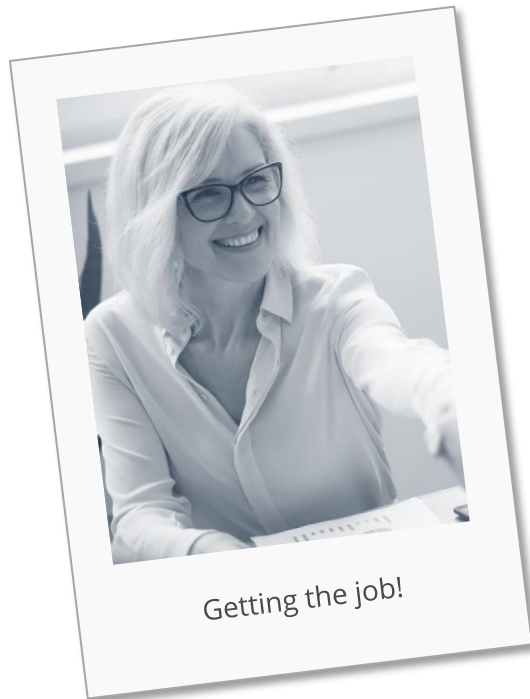
Kiera's experience: 3 years' marketing experience with a telecommunications company, 2 years' experience volunteering with the local veterinarian.

[illegible]



## Making a check list

**Make a check list of all the things that you need for your next job application. Have you got all your documents in order?**





## About this material

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