

Three job ads

READING

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2324R	English





Goals

- Can distinguish between simple phrases used in CVs and cover letters.
- Can read and understand short texts containing three different job ads.







Review vocabulary





Review vocabulary

proactive

dedicated

hardworking

to involve

team player

to handle a large
volume of requests

to lead a
team of



references



Review vocabulary

CV

professional
experience

personal
information

ideal candidate

to manage

looking forward
to

to coordinate



cover letter



The job hunt!

Let's look at 3 job ads!



Seeking a...

We are a growing technology firm looking for a new team member. We are **seeking** someone to manage our networks and large database long-term.

Must be hard-working and reliable as we are a small **start-up** and we depend on all of our team members to get the job done. The ideal candidate will have a bachelor's degree in computing or similar.

Permanent position, working 40 hours per week. Duties include handling a large volume of requests, organising information and fixing network issues.





Choose the correct answer

1. The main skill needed for this job is...

- a. **advanced computer skills** b. language skills c. painting d. innovative

2. A bachelor's in ... is the most appropriate degree to have for this job

- a. **philosophy** b. medicine c. finance d. IT management

3. This job is most likely...

- a. **a project** b. part-time c. full-time d. temporary

4. The ideal candidate will have experience with...

- a. **law** b. marketing c. teaching d. computers



What does it mean...

What is a **start-up**?

**Work with your teacher and
classmates to discover what it
means for a company to be a start-
up.**

entrepreneur

innovative

funding



Imagine you are...

...applying for this job. How can you sell yourself as the ideal candidate for the role? Use the ideas in the list below to get started

- Talk about your achievements
- Describe your experience
- Talk about your education





Looking for a...

Calling all creative writers!

Our boutique marketing firm is **looking for** a copywriter to write content.

The ideal candidate will have a master's degree, at least 3 years of experience writing for a large company and is skilled in communication.

Must be innovative and interested in doing temporary projects.

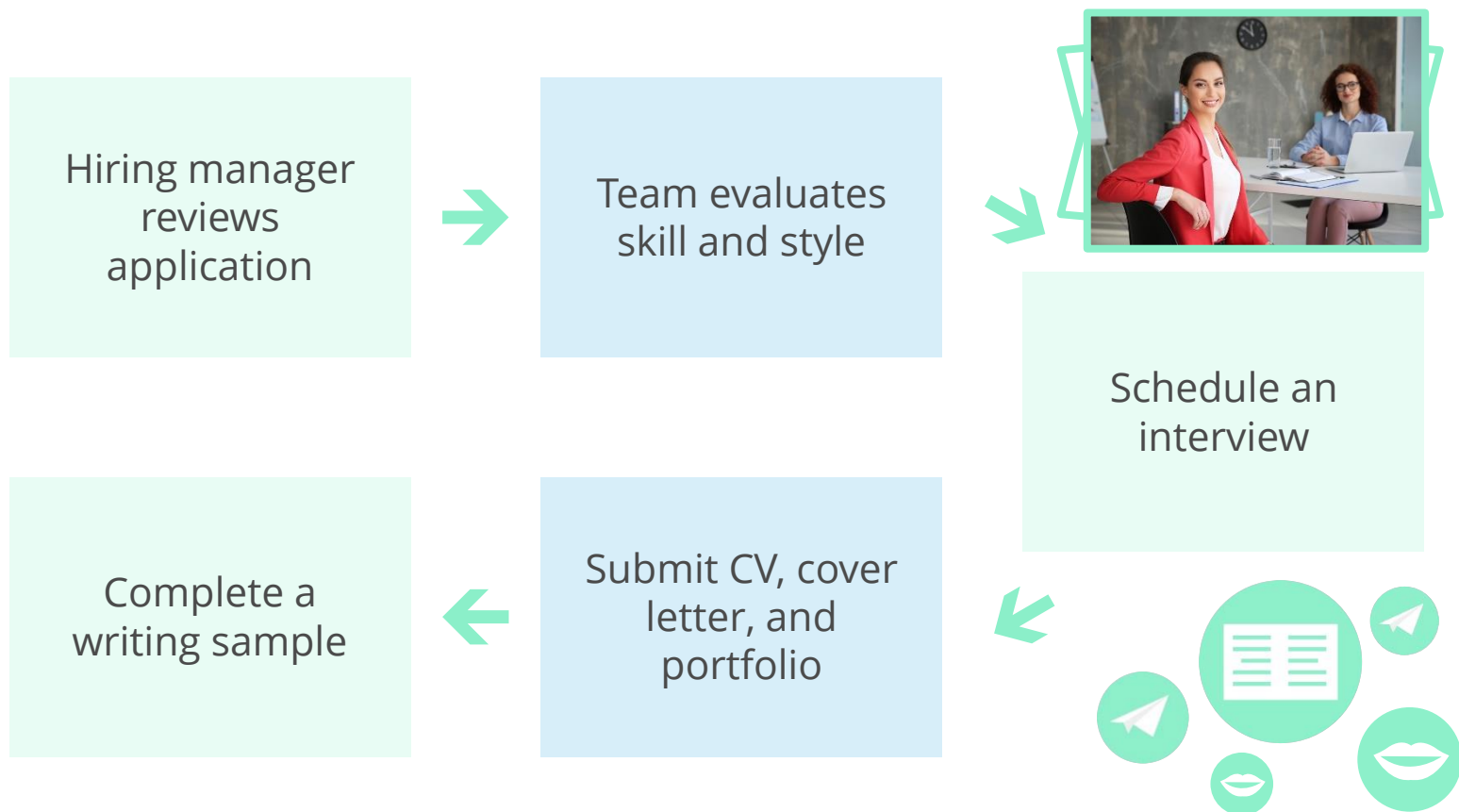
Please send your CV, cover letter and **portfolio**. We are looking forward to seeing your work! Selected candidates will have to complete a writing sample before an interview is offered.





Creative hiring process

Put the process in the correct order





Creative jobs

What is a **portfolio** and why is it necessary?

Work with your teacher and classmates to explain why some jobs ask for a portfolio.

style

proof of skill

creative work



The elements of a job ad

What do you remember about the job ad?
Use the words below to help you

education

skill

experience



Hiring a...

Our busy company is **hiring a** manager to lead a team of customer service agents.

Must have a bachelor's degree, communication skills, and experience managing people. Must be a true team player. Full-time only.

Please send your CV, cover letter and references in response to this ad. A **skills assessment** will be required if selected for interview.





What is a **skills assessment** and why is it important?

Work with your teacher and classmates to explain why some jobs require a skills assessment.

professional
qualities

work style

compatible



Make a hiring decision

You are the hiring manager for this position. Look at the career profiles of 3 candidates below and select the ideal candidate for the job



I am a professional skilled in managing projects and communicating with clients. I have a master's degree in management. I am currently seeking part-time work.



I am a communication expert with more than 10 years of experience managing teams. I have worked in customer service for 5 years and I am seeking to build a career at a company.



I am a hard-working and dedicated team player. I have just graduated university and seeking my first professional experience managing a team.



Role Play

Now imagine you have to call the selected candidate to invite them for an interview. Role play the call with a partner. Use the following structures below to help you

looking forward
to...

we would like
to...

would you like
to...?

to meet



Your turn!

Work with your teacher to create a job ad for your dream job. Use the words and phrases below to help you write the ad

looking for/
seeking a...

duties include...

full-time/part-
time

responsible
for...

ideal candidate

experience in...

A blank sheet of lined paper with a spiral binding on the left side, intended for writing a job advertisement.



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



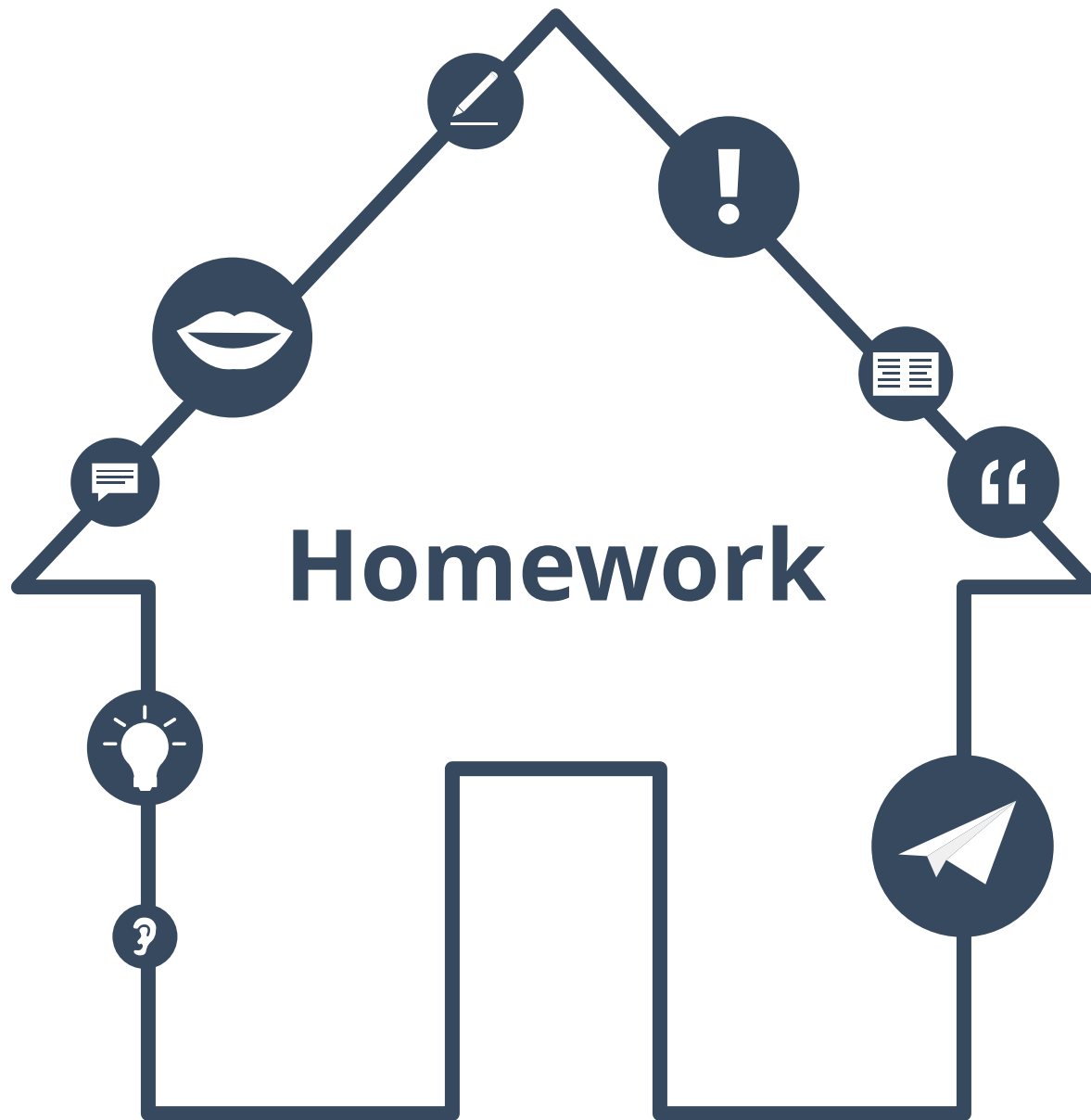
Answer key

p. 13

Submit CV, cover letter, and portfolio; Hiring manager reviews application; Complete a writing sample; Team evaluates skill and style; Schedule an interview

p. 9

1. A, 2. D, 3. C, 4. D





Unscramble the parts of a job ad

A

supervisor

a team

to lead

hiring a

B

communication

have

skills

must

C

responsible for

will be

creating

schedules

D

has had

managing
projects

the ideal
candidate

experience



Writing

seeking a...

dedicated

innovative

hard-working

proactive

skilled in

lingoda



Homework answer key

A- Hiring a supervisor to lead a team, B-Must have communication skills, C-Will be responsible for creating schedules, D-The ideal candidate has had experience managing projects.



About this material

Find out more at
www.lingoda.com



This material is provided by

lingoda

lingoda Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



We also have a language blog!