

APPLYING FOR A JOB

1. What are the steps involved in a job application? Insert the following words in the gaps below to find out.

interview	advertisement	requirements	vacancy	advertise
apply for	application letter	soft and hard	application form	education
recruit	work experience	applications	curriculum vitae	applicants

When a company needs to _____ new people, it may decide to _____ the job in a newspaper or on a website. People interested in the _____ should read through the job _____ to find out what are the _____, in terms of _____, _____ skills, and previous _____. If they match the requirements, they can then _____ the job by sending in an _____ or covering letter (US: cover letter) and a _____ (US: résumé) containing mainly details of their education and experience. The company may also ask _____ to complete a standard _____. The company's Human Resources department will then select the most suitable _____ and prepare a short list of candidates, who are invited to attend an _____. If the interview is successful, they may be offered the job!

2. A career in IT offers new graduates significant earning potential, job stability, and plenty of personal satisfaction. However, the demands are intense:

Most aspiring computer engineers will need at least a Bachelor's **degree** from a polytechnic or a university (for example, a **BSc in Computer Engineering**), but the best-paid engineers also have a **Master's degree** (for an example, an MBA) or a **PhD** in their field. You might also need relevant **work experience**, and be able to demonstrate many so-called '**soft and hard**' **skills** in order to advance your career.

Soft skills: are part of your personality, though you can also learn them...		Hard skills: acquired through formal training or work experience and easily measurable - nobody is born with them!	
interpersonal skills	leadership skills	computer skills	coding skills
listening skills	management skills	analytical skills	budgeting skills
problem-solving skills	communication skills	language skills	marketing skills

3. Which skills, and also personal qualities, are implied in the statements below?

- a) If you are good at planning and organising you have _____.
- b) To be able to work out costings and budgets you must be _____.
- c) Dealing with difficult members of the public requires good _____.
- d) To explain ideas to people with varying levels of technical knowledge requires _____.
- e) You have the ability to conceive something that is unique because you are _____.
- f) To be able to 'sell' your ideas to others demands _____.
- g) If you are able to produce clear, concise written reports, is because you have _____.
- h) Can you work well in a team? Do you have _____?
- i) If you're _____ you will be meticulous and accurate in everything you do.
- j) Can you have this done still today? This job requires the ability to _____.
- k) Can you take on the responsibility to effectively executing the project? Yes, I have excellent _____.
- l) She wants to get to the top. She's really _____.
- m) My boss doesn't get angry or irritated quickly. He's very _____.
- n) I can work alone quite well. I've always been an _____ worker.
- o) I don't mind changing my habits at work. I can say I'm quite _____.

JOB REQUIREMENTS

1. Go to www.prospects.ac.uk, / "Jobs and work experience" / "Search graduate jobs" in the sector of **IT (Information Technology)**, according to *Type of work*, *Location* and *Salary range* / pick a matching job and view its description in order to complete this summary of job details and requirements:

Job details	
Job title	
Main responsibilities	

Salary offered	

Job requirements	
Qualifications?	
Main skills required	
Work experience?	

2. Continue browsing the website to find the answers to the following questions.

a) What is the main difference between *internship* and *work placement*?

b) Of all the **skills employers want** mentioned, which ones do you think you have or need to work on?

I have these skills:	I need to work on these:
Some / Good / Excellent (cross the ones out) ...	- adaptability
ex.: I have some / good / excellent leadership skills.	-
	-
	-
	-
	-

c) What are the main 7 **sections you should include in your CV**?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

d) A personal statement introduces *who you are*, *what you have to offer* and *what you are looking for*. Find a positive and a negative aspect of including a **personal statement** on your CV.

e) What are the 5 **common CV mistakes** mentioned?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

3. The letter/email you send with your CV should highlight why you are a strong candidate. Complete the following model letter with your own information.

Dear Sirs

I am writing to apply for the position of _____, as advertised on _____ in/on _____.

As you can see from my CV, I graduated in _____ at _____ and did a work placement with _____ as part of my degree. While I was studying, I worked as/in _____ for _____. OR For the last _____ years, I have been working as _____ for _____.

I have good _____, _____, and _____ skills, and I believe it is fair to say that I am very _____, _____, and _____.

I will be available for _____ at any time.

Looking forward to _____ from you,

Yours _____

(name)

5. A traditional CV can be replaced or supplemented by a video CV. Read about how to **Create a great video CV**, prepare a script, a professional setting and appearance, and start filming!

Your video should have 1-2 minutes (max) and make you stand out from the crowd, showcase your creativity, display your personality, and demonstrate skills such as public speaking, communication and digital ability.

When finished, upload it on Moodle!

THE JOB INTERVIEW

1. Go back to www.prospects.ac.uk. What are the top 5 interview mistakes?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

2. In your opinion, what are the best 5 tips to succeed at interview?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

3. If your application is successful, the company contacts you for an interview. Be prepared to answer this sort of questions:

- a) What are your strengths and weaknesses?
- b) Why do you want to work for us?
- c) What did you like the most in your studies / last job?
- d) How do you get on with other people?
- e) Do you work best on your own or in a team?
- f) How do you manage multitasking?
- g) How do you deal with stress?
- h) Do you have any question?

4. Now, imagine you have applied for a summer job as a shop assistant in a technology store in London. Complete the interview questions, answer them and role-play the dialogue with another student.

Interviewer: Good morning and welcome. Take a seat.

You: _____

Interviewer: I'd like to ask you a few questions. Let's start with education. What _____ qualifications?

You: _____

Interviewer: Fine. And _____ in this field?

You: _____

Interviewer: Great. Now, what can you tell me about _____?

You: _____

Interviewer: That's great. Now, you can speak good English, but can you speak any other _____?

You: _____

Interviewer: I see. Now, one last question. _____?

You: _____

Interviewer: OK. That's all for now. Thank you for coming. We'll contact you soon.

You: _____