

Задание.

Прочитайте и переведите тексты «Applying for a job», «Cover letter»

Составьте резюме по образцу (см. стр. 3) в тетради

Составьте сопроводительное письмо. Используйте фразы на стр. 4. Соблюдайте правила и структуру написания делового письма.

Учите слова по темам «Types of jobs», «Skills and Qualifications», «Your Job»

Applying for a job

If you want to apply for a holiday job or a position in a company, you should send them a CV (curriculum vitae, BE)/résumé (AE) and a covering letter (BE)/cover letter (AE).

résumé

⇒ gives an outline of a person's education, qualifications

A résumé is usually divided up into the following sections:

- ✓ **Personal and contact information:** address, telephone number, (professional) email address, photo (only if explicitly asked for), age (only if explicitly asked for)
- ✓ **Education and qualifications:** start off with the most recent and only mention the most important ones
- ✓ **Work history and experience:** list the most relevant and recent first, including holiday jobs, voluntary work and placements;

the employer's name, your job title and how long you worked there, as well as giving a brief description of what you did in each job

- ✓ **Skills:** put in skills that are relevant to the job; show that you have the skills by giving examples rather than just listing them
- ✓ **Interests and activities:** give brief details and choose ones that also reflect your skills and personality (but be truthful!)

source: Green Line Oberstufe. Stuttgart: Klett, 2015, S. 167.

Ready for action (verbs)?

When describing what you have done it is possible to use action verbs:

- ✓ to assist sb.
- ✓ to be responsible for sth.
- ✓ to devise¹ sth.
- ✓ to initiate sth.
- ✓ to complete sth. successfully
- ✓ to liaise² with

¹ to devise = to invent a plan, system, object, etc. usually using your intelligence or imagination

² to liaise /li'eiz/= to speak to people in other organizations, etc. in order to work with them or exchange information with them



JARED BOSWORTH

Address

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Contact

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Date of Birth

26.10.1995

LANGUAGES

English ●●●●○
French ●●●●○
Spanish ●●●○○

SOFTWARE SKILLS

Microsoft Word ●●●●●
Microsoft Excel ●●●●○
Corel Draw ●●●●○
Adobe Photoshop ●●●●○
Webdesign ●●●●○

PERSONALITY

- ✓ optimistic
- ✓ hard-working
- ✓ loyal
- ✓ patient
- ✓ adaptable
- ✓ creative

OBJECTIVE

Obtain a specialist position in aerospace engineering or mechanical engineering

EDUCATION

2013-2017

University of Leicester

Master's Degree in Mechanical Engineering

2015

Erasmus Year in Toulouse, France

2006-2013

Leicester Grammar School

A-levels: Physics (A), Maths (A), Chemistry (B)

EXPERIENCE

06.2015-10.2015

Internship at **Leadership University Toulouse**

05.2013-09.2013

Internship at **Meggitt Polymers and Composites**

2011-2013

Opinion polls for **Leicester Mercury**

SKILLS

- ✓ High knowledge of web technologies HTML
- ✓ Experience in programming android applications
- ✓ Supervising advertising campaigns in social media

TRAINING

Knowledge in improving usability of websites

HOBBIES



New technologies Fitness Photography Travel

cover letter

⇒ present yourself, state in what ways you are suited for the position you are applying for, show that you have profound knowledge of the company and/or job and express real interest in the position

Many employers only spend thirty seconds reading each job application, so your cover letter needs to be convincing in order to get the reader's attention and make them want to learn more about you. However, do not try to be funny. If your potential employer does not share your sense of humor, this might backfire. Show a genuine interest in the company, but do not flatter - you will only sound insincere.

1. **Why are you suitable for the job?** Describe the skills you have and the qualifications that specifically apply to the job or placement. If qualifications are mentioned in an ad, make sure you refer to them.
2. Briefly **state the job or placement for which you are applying**, where you saw the job advertised and who you are. Keep it short and to the point.
3. **Restate your interest in the job** and say why you are the right person for the job (in one sentence!). Request action, so show that you are happy to come for an interview and say that you are looking forward to hearing from them. Mention that your résumé is enclosed.
4. **What can you do for the company** (not what the company can do for you)? Outline a relevant career goal and expand on the most relevant points in your résumé.

source: Green Line Oberstufe. Stuttgart: Klett, 2015, S. 166.

● Ready to go?

Remember that both the cover letter and the résumé follow the rules of a formal letter (→formal language, no spelling mistakes).

cover letter

job application

opening

To Whom It May Concern, / Dear Sir or Madam,
Dear Mr. O'Brien,

reason for writing

I am writing to express my interest in the position of ...
I wish to apply for the position of ...
I am writing in response to your advertisement for ...
I am writing to enquire as to whether there are any vacancies ...

introducing yourself

I am currently working as a ... / I am currently studying ...
At present, I am working for xxx where I am responsible for ...
I have been working in my current position for the past (time).

talking about your education & experience

I graduated from ABC University with a degree/master's degree in ...
The nature of my studies has prepared me well for a position such as this one.
As you can see from my CV, I have worked ... and gained experience ...
My mother tongue is English and I am fluent in both French and German.

why you are the best for this position

I feel I am suitable for this role as I have a great deal of experience in ...
I consider myself to be a friendly, efficient and enthusiastic worker.
I believe I would be the ideal candidate based on the fact that I ...
I am very keen to work for an ambitious company such as yours.

closing comments

Thank you for taking time to consider my application.
I am available for contact and/or interview at any time.
If you wish to contact me, you can do so on +353 86020 ...
Should you require further information, do not hesitate to contact me.
Please find CV attached (emails) / enclosed (letters).

signing off

I look forward to hearing from you.
Yours sincerely, (if you know the name 'Dear Mr. O'Brien')
Yours faithfully, (if you are writing to 'Dear Sir or Madam')



CORK ENGLISH TEACHER

