

TOPIC: Job hunting

Plan:

- 1. Applying for a job: ways and methods to find a job vacancy.**
- 2. CV writing (types of CVs, CV structure, rules of writing a CV).**
- 3. Job interview (types of interviews, “interview rules”, “tricky” interview questions).**



Revise the vocabulary:

перспективная должность

принимать, соглашаться с
изменениями

человек, который ищет работу

исследовать рынок (труда)

должностные требования

соответствовать требованиям

кадровое агентство

нудный

специалист по поиску

неудовлетворяющий

кандидатов

использование связей
(знакомств)

стимулирующий

звонок работодателю без

наниматься на работу

предварительной договоренности

Home task: ex.8 p.99-100



	Job ad #1	Job ad #2
The name of the company		
Job responsibilities		
Required skills and competences		

Applying for a job: identify the stages in the job application process

Teresa Fernandez, a recent graduate, is applying for a job in marketing.
Match the extracts from documents and conversations (a–h) to the stages
in the job application process (1–8).

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|---|----------------------------|---|-----------------------------------|---|------------------------|
| 1 | Sending a cover letter | 4 | Responding to interview questions | 7 | Researching the market |
| 2 | Sending a CV/resume | 5 | Making interview small talk | 8 | Researching yourself |
| 3 | Sending a follow-up letter | 6 | Reading a job advertisement | | |



Where would you start looking for a job?

Which ways/methods of finding a job do you know?

Ways to find a job

