### Applying for a job

Vacancy, post, position, opening; to recruit/ employ/ hire; to short-list; an interview, to attend an interview; a recruitment agency (a search firm); to select; suitable

### Source of information

- 1) advertisements (ads) for employment in all the media
  - newspapers
  - radio
  - television
  - internet
- 2) job centres

#### Who is concerned

- An applicant / a candidate
- An employer
- Human Resources Department

### An application package

An application form

A curriculum vitae (CV) (résumè)

A covering letter (a cover letter)

### An application form

An application form allows to collect

- job applicant personal data;
- address;
- contact information;
- application date;
- start dates;
- employment status;
- education;
- employment history;

#### APPLICATION FOR EMPLOYMENT

| PERSONAL INFORMATION  |         |                     | DATE OF APPLICATION:   |            |             |              |                  |  |
|---|---------|---------------------|--|------------|-------------|--------------|------------------|--|
| Name:   |         |                     |  |            |             |              |                  |  |
|   | Last    |                     | First  |            | Middle      |              |                  |  |
| Address:  |         |                     |  |            |             |              |                  |  |
|   | Street  |                     | (Apt)  |            | City, Stat  | ie :         | Zip              |  |
| Alternate Address:  |         |                     |  |            |             |              |                  |  |
|   |         | Street              |  |            | City, State |              | Zip              |  |
| Contact Information   | : (     | 3                   |  | Y          |             |              |                  |  |
| Jonate Intomication   |         | Home Telephone      | Mobile   |            |             |              | Email            |  |
| How did you learn ab  | out our | company?            |  |            |             |              |                  |  |
| POSITION SOUGHT   |         |                     |  | Availa     | ble Start   | Date:_       |                  |  |
| Desired Pay Range:  |         |                     | Are you  | urrently   | employed    | 17           |                  |  |
|   | Ву      | Hour or Salary      | -  |            |             |              |                  |  |
| EDUCATION   |         | 6040 S. SECTION SAN |  |            | 200         | es er co-co- | : POSACE AND CO  |  |
|   | -       | Name and Location   | n 0  | raduate? - | Degree?     | Major /      | Subjects of Stud |  |
| High School   |         |                     | 10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>10<br>1  |            |             |              |                  |  |
|   |         |                     | ****   |            |             |              |                  |  |
| Conege or University  | 9       |                     |  |            |             |              |                  |  |
| College or University  Specialized Training,  Trade School, etc |         |                     |  |            |             |              |                  |  |
| Specialized Training,   |         |                     | A CONTRACTOR OF THE CONTRACTOR |            |             |              |                  |  |

## Curriculum vitae (CV) or Rèsumé

Your personal and working history (CV or Résumè) should be

- word-processed,
- laser printed on good quality paper,
- no longer than two pages of A4 paper.

**Remember:** you are the product and you are the salesperson.

### CV or Résumè should include

- 1. Personal details.
- 2. Education.
- 3. Work experience.
- 4. Positions of responsibility.
- 5. Skills/ capabilities.
- 6. Interests.
- 7. Referees.

### A covering letter / a cover letter

- A covering letter is <u>your earliest written</u> <u>contact</u> with a potential employer creating a critical first impression.
- A covering letter <u>accompanies each</u> <u>resume</u> you send out.
- A covering letter <u>should complement</u>, <u>not duplicate</u> your resume.

#### The Purpose of A Covering Letter

 To interpret the data-oriented, factual resume and add a personal touch.

### **An Effective Covering Letter**

 An effective covering letter <u>explains</u> the reasons for your interest in the specific organization and <u>identify</u> your most recent skills or experience.

### What to include in a covering letter

- A contact section
- A salutation
- Information on why you are qualified for the job
- A closing
- Your signature

#### **Job Interview**

What should we do to make a good impression at a job interview?

It is necessary to be well prepared for the job interview.

- You must be ready to answer a lot of questions.
- You must be properly dressed.
- You must be on time.

Being prepared is more important than job knowledge, skills and experience. The following traits are more important than your qualifications:

- 1) being enthusiastic means having a positive attitude
- 2) being likeable people want to work (and hire) people they like

### 3) being determined

you have to make it clear that you want this job more than anybody else

### 4) being informed

you need to know about the company and what they will expect you to do for them.

# The Top 10 Job Interview Questions

- Tell me about yourself.
- Why do you want to work for us?
- Where do you plan to be in 5 years?
- Why did you leave your last job?
- Would you be willing to relocate?
- Are you will to work more than 40 hours per week?

- What was wrong with your current or last position?
- How long will you stay with our company?
- What do you think is your greatest weakness?
- What do you think is your greatest strength?

Спасибо за внимание!

Сост. Ст. преподаватель Щеняева Т.Д.