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	8,64	fdle	
Address:						
	Street		(Apt)		City, State	Zip
Alternate Address:						
		Street		c	ity, State	Zip
Contact Information	: ())		
Jonate Information		Home Telephone		Mobile	-	Email
How did you learn abo	out our	company?				
POSITION SOUGHT				Availabl	e Start Date	
Desired Pay Range:			Are you o	urrently en	nployed?	
EDUCATION		Hour or Salary				
		Name and Location		raduate? - De	egree? Major	/ Subjects of Stud
High School			1000			
College or University			100			
			-			
Specialized Training,			and the second			

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.