

## 3. CAREER

### Applying for a job and communication skills

When you apply for a job you have to go through a job interview successfully. The interviewers try to find out about interesting things that you have done. Potential employers search for hardworking people with lots of experience and energy.

In the following dialogue Simon Blade is interviewing Paula Sorette who is applying for the post of secretary.



(SB = Simon Blade, PS = Paula Sorette)

**SB:** Good morning, Miss Sorette. Nice to meet you.

**PS:** Nice to meet you too, Mr. Blade.

**SB:** I hope you found us quite easily.

**PS:** Yes, everything was fine.

**SB:** OK. I have your application form here. You seem to be well-qualified, especially in foreign languages. Do you use any technical or business French and Spanish?

**PS:** I don't use technical language, but I'm quite eager to learn. That's part of the reason why I applied for the job. I'd really like a chance to practice and get better in my language ability.

**SB:** Good. Why else do you want to work for STONERIDGE?

**PS:** To be honest, I need a change. By the way, I am moving to Prague so it would be easier for me to commute if I should get the job.

**SB:** OK, I see. Do you know anything about our company?

**PS:** Yes, I know a little. I checked out the website and also, my former employer, he worked on a project called SAP.

**SB:** Yes, that was quite a challenging project. OK. So, I'll show you around the company so you can see how it works. And if you have any questions, don't be afraid to ask.

**SB:** Great.

Notes

### V Vocabulary and phrases

application form	employer	improve	show somebody around place
apply for a job	foreign language	move to a place	well-qualified
commute	challenging	partly	work for

### Q Discuss the questions

1. Have you ever taken part in a job interview? What was your impression?
2. Do you think you would be able to leave your country for a new job?
3. Have you ever led a job interview with a potential employee?
4. Listen to the second dialogue and practise a similar interview.

### English cover letter (letter of application)

In most cases, the cover letter (sometimes also called the letter of application) is your first contact with potential employers. Make sure it is well-written and well-presented. Before writing, ask yourself:

- Why you are the right person for the job?
- Which of your qualities might be essential for the job?

