



3.2. CV AND JOB INTERVIEW



WRITING: JOB ADVERTISEMENT

Task 1.

Find a job advertisement for the position you might be interested in, and describe your capabilities which reflect both your strengths and the requirements of the job. Complete the following table using the phrases below and your own ideas.

Job applied for	
My capabilities	

logical approach to achieving tasks and objectives
 determined and decisive, uses initiative to develop effective solutions to problems
 high personal standards and attention to detail
 entrepreneurial and proactive, strong drive and keen business mind
 good time-manager
 self-driven and self-reliant, sets aims and targets and leads by example
 good interpersonal skills, works well with others, motivates and encourages
 good starter, enthusiastic in finding openings and opportunities
 creative and entrepreneurial networker, effective project coordinator
 quick to respond to opportunities and problems
 active and dynamic approach to work and getting things done

strategic and proactive, anticipates and takes initiative
 critical thinker, strong analytical skills, accurate and probing
 good researcher
 tenacious sales developer, comfortable with demanding targets
 technically competent/qualified
 task-oriented, commercially experienced and aware
 high integrity and honesty
 energetic and positive outlook, which often inspires others
 adaptable and flexible, well-organised planner
 effective in the use of technologies

Task 2.

Write a job advertisement for the position of your choice including the items below.

- ▶ job title
- ▶ employer/recruitment agency name
- ▶ company location
- ▶ company activity (short company profile)
- ▶ to whom the position reports
- ▶ job role and purpose
- ▶ outline of an ideal candidate profile
- ▶ qualifications and experience required
- ▶ salary or salary guide
- ▶ other package details or guide, e.g. car, laptop, luncheon vouchers, etc.
- ▶ full-time or permanent position
- ▶ explanation of recruitment process
- ▶ response and application instructions
- ▶ contact details
- ▶ website address



VOCABULARY & SPEAKING

Task 1.

Fill in the following sentences with the correct preposition.

1. I completed economic studies _____ the University of Gdańsk.
2. Did you graduate _____ the University of Gdańsk _____ economics?
3. Have you already taken _____ medical studies?
4. I earned my MA degree _____ economics.
5. My trainees have experience _____ working with computers.
6. As a sales representative, I have experience _____ foreign customers.
7. Do you quickly learn _____ experience?
8. I'm an employee _____ 10 years' experience.

Task 2.

How would you structure the experience statements in your CV? Look at the examples below, and use them to describe your own experience.

over six years' proven expertise in _____ (e.g. logistics, finance, marketing, etc.)
 background in a wide range of industries, including _____ (e.g. pharmaceutical, software, etc.)
 executive accountability for _____ (e.g. strategic planning, staffing, sales development, etc.)
 international HR manager since _____ (year)
 supply chain manager within the demanding and pressurised business environment _____
 implementation of modern management practices related to _____ (e.g. personnel, IT, etc.)

Task 3.

Fill in the following sentences with the correct preposition.

- I've been working _____ LPP for over 10 years.
- What qualifications do you need to work _____ computers?
- How long have you been working _____ this software company?
- Is it difficult to find a job _____ marketing?
- Working _____ a bank makes me feel stressed.
- I have been _____ Toyota for the past 10 years.
- I worked really hard to get a placement _____ DB Schenker.
- Why do young people pursue careers _____ logistics?
- I've been serving my internship _____ Microsoft for six months.
- Have you chosen your career path yet? I'm still thinking about applying for a position _____ finance.
- As a law graduate, I'd like to work _____ a well-established law firm in London.

Task 4.

How would you describe achievements in your CV? Look at the examples below, and adapt them to your own CV.

As a marketing specialist with ABC, I launched new marketing campaigns to promote _____
 As an operations manager with ABC, I introduced systems to reduce lead-times from _____ months to _____ days.
 As a logistics manager, I achieved a 10% reduction in the procurement costs.
 As a managing director, I increased new customer growth from _____ to _____ per year.

PERSONAL INFORMATION

Name(s) and Surname(s)

📍 Address

☎ Telephone number 📱 Mobile number

@ Email address

JOB APPLIED
 FOR – POSITION
 PREFERRED JOB
 STUDIES APPLIED FOR

WORK EXPERIENCE

Dates (from - to)

Occupation or position held

Employer's name and locality

Main activities and responsibilities

EDUCATION
 AND TRAINING

Dates (from - to)

Replace with qualification awarded

Education or training organisation's name and locality

Principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
level	level	level	level	level
Name of language certificate				
level	level	level	level	level
Name of language certificate				

English

German

Communication skills Example:
good communication skills gained through my
experience as sales manager

Organisational / managerial skills Example:
leadership (currently responsible for a team
of 10 people)

Job-related skills Example:
good command of quality control processes (currently
responsible for quality audit)

Computer skills Example:
good command of Microsoft Office tools

Other skills Example:
carpentry

Driving licence Example:
B

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

ANNEXES Examples:
copies of degrees and qualifications
testimonial of employment or work placement
publications or research

Task 5.

Do you recognise action verbs in CVs? Look at the examples below, and incorporate relevant action verbs into your own CV.

achieved	directed	negotiated
administered	diagnosed	organised
advised	estimated	presented
analysed	examined	promoted
assessed	guided	supplied
audited	handled	surveyed
calculated	initiated	trained
coached	lectured	translated
compiled	led	upgraded
consulted	maintained	wrote

Fragment of a CV:

Dates 20.04.2005-23.06.2008

Company name ABC

Position held Software engineer

Scope of duties

designed and implemented websites
managed software development processes
consulted technical solutions and provided benchmark analyses
led a software development team
implemented new technical solutions
launched new software products
assured quality in software development projects
cooperated in designing software marketing campaigns



LISTENING & SPEAKING

CD1 Task 1.

16

Listen to Mary, a career advisor talking about job interview preparation. Which piece of Mary's advice do you find most useful?

CD1 Task 2.

17

A student asked Mary whether we could mention a weakness at the start or end of an interview. Listen to her answer, and discuss it with a partner. Have you ever been asked about weaknesses at a job interview? How did you answer this question?

Task 3.

At a job interview, you were asked to fill in the language passport, and evaluate your language skills. Fill in the Europass language passport template, and assess your level of English and other languages you speak.

ENGLISH				
Self-assessment of language skills				
Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	Writing
A1, A2 basic user B1, B2 independent user C1, C2 proficient user	A1, A2 basic user B1, B2 independent user C1, C2 proficient user	A1, A2 basic user B1, B2 independent user C1, C2 proficient user	A1, A2 basic user B1, B2 independent user C1, C2 proficient user	A1, A2 basic user B1, B2 independent user C1, C2 proficient user
Certificates and diplomas				
Title	Awarding body	Date	Level	
Linguistic and intercultural experience				
Using languages for study / at work / while living, travelling abroad / mediating between languages, etc.			Duration	

Task 4.

Look at the phrases and collocations below that might be used while describing language skills at a job interview. Imagine an interviewer asked you the question about your command of foreign languages. Based on your language passport and the structures below, answer the question.

I have effective communication skills in English.
 I've been speaking English for the last ____
 I've been working in an English speaking environment for the last ____
 My English is competent for this industry.

Task 5.

Complete the notes below describing the skills you possess/lack and those you would like to upgrade.

I possess ____ (skills).

However, I lack ____ (skills).

I'd like to upgrade my ____ (skills).



VOCABULARY

Task 1.

You are applying for the position of HR specialist in an international company. The second stage of a job interview is checking your knowledge of HR English. Now, you are asked to solve the language quiz below, and choose the correct answer for each gap.

- I report directly ____ the team leader.
 - under
 - below
 - to
 - onto
- The job ____ a lot of travelling.
 - includes
 - involves
 - covers
 - comprises
- How do you commute to work?
 - I can work under time pressure.
 - I appreciate challenging tasks.
 - I travel by car.
 - I cooperate with international entities.
- I have an excellent ____ of English.
 - command
 - proficiency
 - mastery
 - fluency
- In an informal environment, employees are on first name ____
 - conditions
 - circumstances
 - texts
 - terms
- I'm not looking forward to ____ early retirement.
 - sitting
 - opening
 - taking
 - moving
- My company provides the mileage ____ of PLN 1000 annually.
 - payment
 - bonus
 - benefit
 - allowance
- We will ____ your salary after you have been with us for eight months.
 - review
 - recap
 - reform
 - remunerate

9. There are still four _____ places on the training course.
 a) uncompleted c) unfilled
 b) untouched d) unmarked
10. I'll telephone _____ you tomorrow.
 a) to c) with
 b) - d) on
11. I'm a senior executive who performs extremely well. I'm a _____.
 a) heavy hitter c) heavy jumper
 b) heavy camper d) heavy seeker
12. _____ the terms of your contract, you can't work for another company.
 a) On c) Under
 b) For d) Below
13. Have the managers agreed to _____ more staff for a new office?
 a) take up c) take at
 b) take off d) take on
14. I enjoy my work and have no grievances against my employer. I'm a _____.
 a) happy camper c) happy flier
 b) happy hitter d) happy seeker
15. Would you benefit _____ going on a training course?
 a) with c) for
 b) from d) at
16. Do you feel you have met the work objectives that were _____ for you?
 a) met c) kept
 b) get d) set
17. A _____ shows us how much money we earned.
 a) payroll c) payroll
 b) payslip d) payround
18. _____ is the list of people employed and remunerated by a company.
 a) payround c) payslip
 b) payroll d) payroll
19. We _____ regular courses and workshops.
 a) run c) jump
 b) train d) leap
20. Wages are normally paid in _____ (at the end of the working period).
 a) arrears c) attendance
 b) accruals d) abstention
21. Following your interview, this letter is to confirm your post as HR Manager _____
 5 October.
 a) relating to c) commencing
 b) referring to d) concluding
22. This letter forms the basis of your contract of _____.
 a) work c) employment
 b) job d) employability

23. I have decided to _____ my notice and this letter is to inform you about it.
 a) hand out c) hand away
 b) hand on d) hand in
24. Have you planned to promote him _____ a management position?
 a) on c) to
 b) up d) for
25. We have to _____ the applications that have no chance of succeeding.
 a) sift on c) sift away
 b) sift out d) sift into
26. The course will have a maximum _____ of 20.
 a) enrolment c) notation
 b) registration d) subscription

Task 2

Choose the phrase that sounds more formal.

- a) I've been working in finance for 10 years.
 b) I'm a wide profile financial specialist.
- a) I perform well under pressure.
 b) I work well under pressure.
- a) I can work in a busy environment.
 b) I'm used to working in a fast-paced environment.
- a) I always meet targets.
 b) I always get things done.
- a) I'm determined to take action.
 b) I have a can-do attitude.
- a) I'm good at multitasking.
 b) I can do several things at the same time.
- a) I want to learn.
 b) I'm eager to learn.
- a) I achieved a lot in the IT field.
 b) I have a proven track record in IT.

Task 3.

Fill in the phrases below with the correct preposition.

- be resistant _____ stress
 be good _____ languages
 be _____ or _____ qualified
 gain hands-_____ experience
 hire sb _____ a trial period
 work _____ pressure
 work _____ tight deadlines
 have a working knowledge _____ English

Task 4.

Fill in the following sentences with one correct word.

1. Marta is our best programmer. She has a proven track _____ in IT.
2. I believe I'll get promoted soon. My promotion _____ are really high.
3. After graduation, I got a trainee post in a freight forwarding company. That's my first work _____.
4. As a project manager, I always get my project _____ on time.
5. How long have you been working as _____ of the accounting department? I got a chance to run this department a month ago.
6. I can see that the first candidate has a sound _____ of English.

Task 5.

How are people remunerated for their work? Complete the following phrases by filling them in with the correct words below.

- salary | wage | pay | remuneration | commission | income | fee
- | | |
|--------------------|----------------------|
| hourly _____ | _____ per month |
| registration _____ | _____ freeze |
| annual _____ | live beyond my _____ |
| tuition _____ | overtime _____ |
| _____ package | charge _____ |
| booking _____ | work on _____ |
| sources of _____ | |



SPEAKING & LISTENING

Task 1.

At a job interview, there are questions that make applicants feel uncomfortable. Get prepared to answer the question about your salary expectations. Use the phrases below.

I expect a salary competitive for the industry.
 I expect experience-based remuneration.
 My salary expectations are in line with my qualifications and education.

CD1 Task 2.



Listen for how Robert answered the following job interview question: *This is a job with a very heavy workload. Do you think you could cope with that?* Did Robert answer the question appropriately? Justify your opinion.

Task 3.

At a job interview, be ready to ask your interviewer a few questions about your potential position, tasks or the company in question. However, there are some warning-sign questions the interviewers may perceive negatively. Look at the following examples, fill them in with the correct words below, and remember not to ask them during any job interview.

pay rise | car | expenses | grievance | lunch | pension | perks | holiday

1. How many weeks of _____ do I get?
2. When would I get a _____?
3. What are the _____ times?
4. What sort of company _____ do I get?
5. What other _____ are there?
6. What are the _____ arrangements?
7. Do you have a _____ procedure?
8. What _____ can I claim?

BUSINESS SKILLS

Task 1.

As a group, you are going to role play a job interview. Follow the instructions below.

- a) Each of you finds a job advertisement for a position to be applied for. Remember to choose the position that suits your qualifications and present it to the group. As a group, vote for the advertisement that would be used in the recruitment process.
- b) Divide yourselves into job applicants and members of the recruitment team (HR manager and recruitment team members). The HR manager assigns roles to each of the recruitment team members. For example:
 - HR specialist responsible for asking questions about personal development and career path
 - HR specialist responsible for asking questions about the information included in an applicant's CV
 - HR specialist assessing an applicant while solving case studies
 Each HR specialist as a recruitment team member should prepare a set of questions/case studies/tests for applicants to be used during a job interview.
- c) Each job applicant prepares a CV and submits it to the recruitment team.
- d) The recruitment team reviews all CVs and brainstorms questions/case studies/tests prepared for applicants.
- e) The HR manager opens the job interview.



Task 2.

You are candidates attending an assessment centre session which consists of exercises assessing skills and attributes required for the job. You have just arrived at a company training centre, and you will be confronted with a range of tasks, both individually and as a group. Applicants are asked to perform the activities below.

- Spending five minutes talking to your neighbour to get to know as much as possible about him/her and then introducing your neighbour to the group.
- You are given a job description for a post to be filled in by internal promotion and the biography of each candidate. Argue the case for your candidate to be the one promoted.
- You are given a background briefing on a number of sites under construction for the location of a new manufacturing plant. After being allowed a short time to read through this briefing, the group as a whole must consider the pros and cons of the various options and reach a unanimous decision on which site to approve.
- Design/devise a poster with a slogan to advertise one of the company's products.
- A member of the recruitment team plays the role of an awkward customer and candidates are asked to deal with the complaint made.

Task 3.

At an assessment centre, you were given the following case study. Your task is to solve it and present your answer.

Hitech PLC is a Korean company producing high technology goods such as CD players. Recently, they have opened a factory in the town of Marstairs in Thanet, Kent, an economic development area. The factory is doing well with 69% of its sales coming from the British market. However, relations with the local population are poor. The anticipated benefits to the town from the building of the factory have not materialised, as most of the workforce needed to be highly skilled and were brought in from other areas, thus providing little local employment. These non-locals were highly paid and have pushed up prices in the local shops and also house prices, leading to resentment. The chairman is aware of this resentment and wants to improve the situation. The directors have agreed that up to £300,000 may be spent on a scheme to benefit the community and lift the company's image in the community.

Three possible schemes have been put forward:

Scheme 1.

The local hospital wants to set up a new heart disease unit. A donation of £300,000 would make this possible.

Scheme 2.

The Marstairs Arts Centre is a charity that runs a prestigious orchestra for young people as one of its activities. The orchestra has been invited to tour Northern France next summer. The company could enter into a deed of covenant to pay the Arts Centre £100,000 for the next four years.

Scheme 3.

The local football club Marstairs United are a Championship Division club sometimes seen on TV. £250,000 would advertise the company on the football ground and on the team's playing strips for two years.

The views of the Chairman and Directors are as follows:

The Finance Director's calculations:

Scheme 1. No tax savings would accrue.

Scheme 2. Tax savings from this would be £25,000 p.a.

Scheme 3. A tax saving of £100,000 would accrue from this.

The Marketing Director feels:

Scheme 1 would scarcely increase sales at all. The unit would be small, but the publicity would be very positive.

Scheme 2 would give a moderate increase to sales in France. The company is shortly to launch a marketing operation in France and though there would be no advertising, the company's involvement would be publicised.

Scheme 3 would have a major impact on sales. Some problems are that cricket is as popular as football in Kent and hooliganism has been a problem at the club.

The Chairman

The Chairman has said that he would like to see other benefits to the company as well as the public relations boost.

The Chairman has asked you, as a promising young manager, to study the three proposals, and make a recommendation for which of the schemes the company should support and why, for consideration by the Board of Directors at its next meeting. Only one of the schemes can be supported. After examining all the information, say which scheme the company should support and give your reasons.



LISTENING

CD1 Task 1.

19

Listen to a fragment of a research summary related to the recruiters' way of judging interviewees, and decide what the figures below refer to.

1000 →

3 →

25 →

20 →

CD1 Task 2.

20

Listen to a joke related to a job interview. What does it tell us about communication between interviewers and interviewees?