UNIVERSIDAD
DE CHILE

Departamento
de Pregrado
Vicerrectoría
de Asuntos Académicos
Universidad de Chile

UNIT 5: THE RIGHT ONE FOR THE JOB
LESSON 3: APPLYING FOR A JOB

Lesson aims:

- Talk about basic job-related issues
- Understand a CV
- Understand a job offer
- Write an email asking for information

Lead-in

1. *Look at the words or phrases in bold in the statements below. Match them to their definitions.*

   a) When I look for a **job**, I think the **salary** is the most important thing.
   b) I don't think a **CV** is necessary if you complete a **job application form**.
   c) In the past, **employers** had better relationships with their **employees**.
   d) If I go to a **job interview**, I'll probably be extremely nervous.
   e) Most people hope to have an amazing **career**.

DEFINITION	WORD or PHRASE
1. People who give jobs to other people.	
2. A document outlining a person's work experience and education.	
3. A work position.	
4. Someone's long-term professional development.	
5. A person who works for someone or an organization.	
6. A formal meeting where an employer assesses a potential employee.	
7. A fixed, regular payment in exchange for work.	
8. A standardized document to collect basic data on a potential employee.	

2. *Discuss the statements in exercise 1 with a partner. Do you agree or disagree? What do you think about the statement?*

CULTURE NOTE

The document that presents your work life development is called:

curriculum vitae or **CV** in the UK
or
résumé in the US

Reading

1. *Look at Vicky Principal's CV. Does anything about it surprise you? Is it different from or similar to the CVs people write in Chile?*

VICKY PRINCIPAL
101 Canova Street, apt 382
Calgary, Alberta, Canada
Tel: +1 403 577 1532
vprincipal@gmail.com

PROFILE
- Final-year student of Information Technology at the University of Calgary
- Excellent computer skills with an emphasis on cyber security systems **combined with** a secondary focus on user-computer interface challenges
- **Strong interpersonal skills** and **the ability to work on a team**

EXPERIENCE
- Three-month **internship** with an IT training company
    – learning how good IT trainers work helping to train people in basic computer skills
    – learning how to make people aware of personal cyber security
- Volunteer for "Skills for Life" (a charity)
    – working with disadvantaged teenagers teaching them computer skills, particularly use of Microsoft Office

EDUCATION & QUALIFICATIONS
- **BA degree** in Information Technology (due to graduate in June)
- Highschool **graduate** from St. Agnes University Preparatory Academy

PERSONAL DETAILS
- Driving license
- Black belt in kung fu
- Languages: English (**native**), French (advanced), Spanish (basic conversational)
- Interests include inter-generational relations, reading, painting, and cooking

REFERENCES
Available on request

CULTURE NOTE

It is common and normal to adjust a CV in accordance with the requirements of a job someone is applying for.

2. *Look at the words and phrases in boldface in Vicky Principal's CV. Match them to the definitions below.*

DEFINITION	WORD or PHRASE
1. Someone who completed school or university	
2. If you ask for it, you may have access	
3. Can get along well with other people	
4. A work program to get experience usually without pay	
5. Together with	
6. First language	
7. Can work with other people	
8. A credential or qualification awarded by a university after 4 years	

3. *Look at this job offer. Vicky has adapted her CV to apply for this job. Underline the words or expressions in her CV that make her right for the job.*

COMPUTER TRAINER

New skills training that helps the elderly and disadvantaged to increase their computer literacy skills, improve their smart use of the internet and cyber security awareness.

We are looking for an outgoing and enthusiastic person with excellent computer and interpersonal skills to join our team and help improve people's online experience. Previous experience is not essential.

For any questions you may have, get in touch with
marianne.nelson@newskillstraining.org
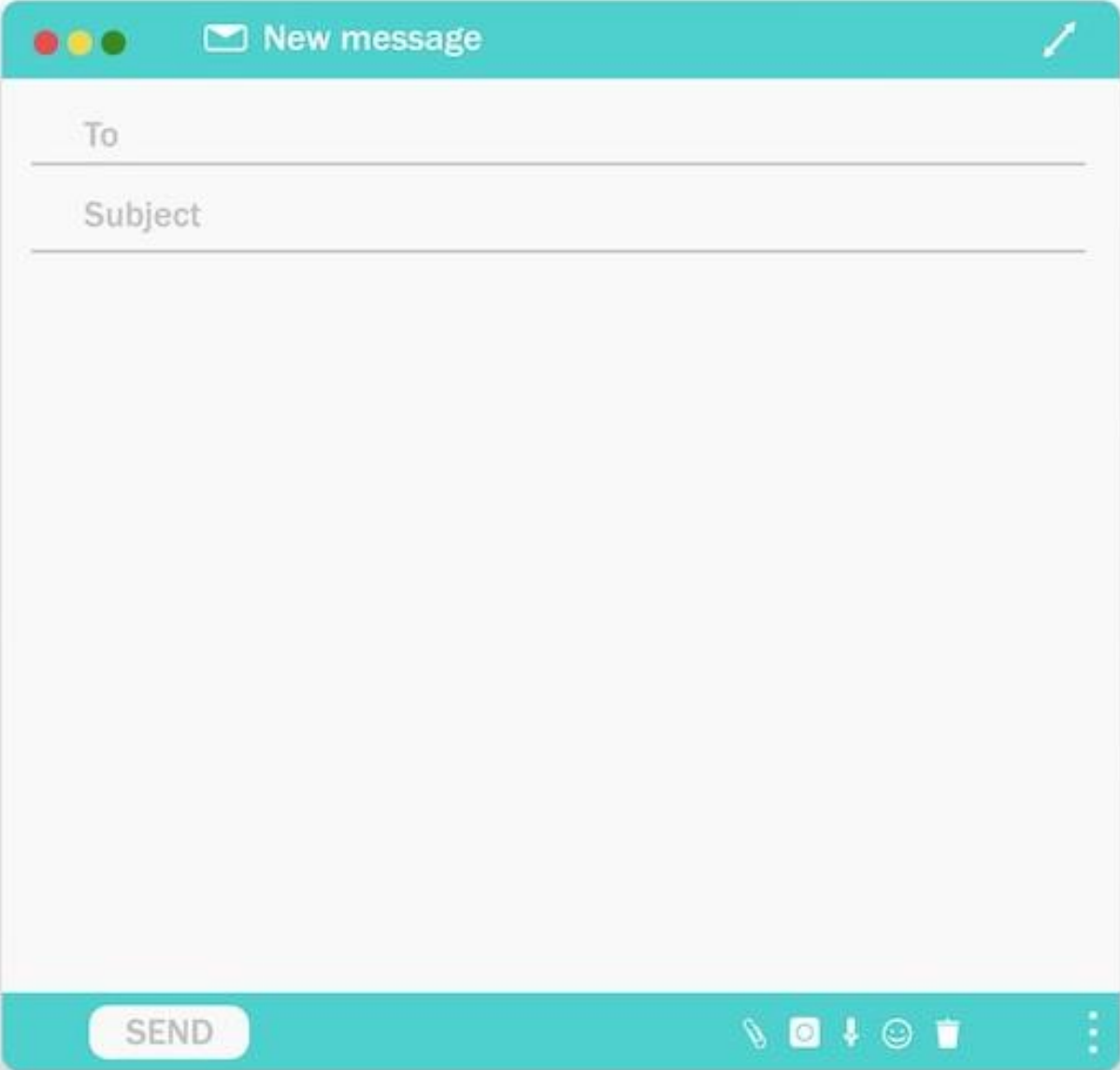
Final Lesson Task

1. *Vicky Principal has some questions about this job position. Write her email to Marianne Nelson.*

   Before you start writing, do you remember these necessary phrases?

   · Dear Mr / Ms …..
   · Kind regards,
   · I look forward to your prompt reply.

Write Vicky's email to Marianne Nelson. Include these points in the email:

·   Say who you are
·   Say something briefly about yourself
·   Ask about the location of the job
·   Ask about the hours of the job
·   Ask about the salary of the job

2. *Work with a partner. Share your emails with each other. Give feedback to your partner. Consider these aspects of the email:*

Clarity	Is the email clear? Is the message clear?	
Spelling	Are the words spelled correctly?	
Punctuation	Is this correct (periods, commas, capitalization)?	
Grammar	Is the grammar correct (verbs, articles, word forms, etc.)?	
Linking expressions	Are linking expressions present and used correctly (and, but, when, etc.)?	

Exit Ticket

Can you do these things?

	I can talk about job-related issues.
	I can understand a CV.
	I can understand a job offer.
	I can write an email asking for information.

My Top 5 Words from this lesson:

1	
2	
3	
4	
5	

Homework: Self-study   [90 minutes per week]

1. **Online practice**: Writing a CV
   https://learnenglish.britishcouncil.org/skills/writing/b2-writing/cv

2. **Online practice**: An email request for help
   https://learnenglish.britishcouncil.org/skills/reading/b1-reading/email-request-help

3. **Online practice**: Starting and finishing emails
   https://learnenglish.britishcouncil.org/business-english/english-emails/unit-4-starting-finishing-emails