



Applying for a Job

Pre-Reading

A. Warm-Up Questions

1. What kind of job do you have or want?
2. Where do you work or want to work?
3. Where do you look for jobs?
4. What are some ways to apply for a job?
5. What kind of education do you need to get the job you want?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|---------------------------------|---|
| ___ 1. job posting | a) to request something officially |
| ___ 2. apply | b) a meeting between a job candidate and an employer |
| ___ 3. degree | c) a posted description of an available job |
| ___ 4. experience | d) academic accomplishment |
| ___ 5. education | e) knowledge or skill achieved over time |
| ___ 6. interview | f) a certificate for completing university |
| ___ 7. candidate | g) a person who holds the top position at a company |
| ___ 8. administrative assistant | h) a person who is being interviewed for a job |
| ___ 9. resume (CV) | i) a person who helps run an office |
| ___ 10. president | j) a list of personal employment history and qualifications |

Reading

Practice reading the email messages out loud with a partner.
Underline any words or phrases you don't understand.

A. Email #1

To: hr@rivereducationbooks.com
Subject: Online Job Advertisement
Date: June 28, 2015

To whom it may concern,

I read your **job posting** for a sales representative on your company's website. I am interested in **applying** for the job.

I have a **degree** in business from the University of Bonnville. My college classes taught me to be a hard worker and good businessman. I also have **experience** from working in sales at Joseph's Book Company. My **education** and experience would make me a good member of your team.

Please let me know if I can meet with you for an **interview**. We can meet at your earliest convenience.

Sincerely,
Lee Timson

Attachment: Lee Timson's **resume**

B. Email #2

To: leetimson2090@email.com
Subject: Re: Online Job Advertisement
Date: June 28, 2015

Dear Mr. Timson,

Thank you for your interest in our job posting. You sound like a good **candidate** for the position.

I would like to meet with you in person. Please come to the office at 3:00 pm on Monday, July 1. The office is located at 1530 Fordshackle Street. Please ask the **administrative assistant** to call me when you get here.

I look forward to meeting you and talking during the interview.

Sincerely,
Mr. William Michaels, **President** of Sales

Comprehension

1. What degree does Lee have?
2. What type of work experience does Lee have?
3. When does Mr. Michaels want to meet Lee for an interview?
4. What does Mr. Michaels instruct Lee to do when he arrives at the office for an interview?

Vocabulary Review

Complete the sentences using vocabulary from page 1.
You may need to change the word forms.

1. A lot of companies put a new _____ online or in local newspapers.
2. Darrin got his college _____ at Stanford University.
3. The boss liked the _____ because that person wrote a good letter explaining his education.
4. When Nathan finished college, he started _____ for jobs.
5. The candidate had a _____ in business from the local university.
6. John worked a long time before he became the _____ at the technology company.
7. Most people must go through an _____ before they can get hired for a job.
8. The boss hired a new _____ to help file papers and answer the phones.
9. Marty was happy he had _____ working at three restaurants because he wanted to be the manager at a big restaurant in the city.
10. Yumin listed her education and work experience on her _____ and sent it to the company she wanted to work for.

Speaking

Work with a partner and talk about jobs. Which jobs are you interested in? What kind of experience and education do you have? Does your experience make you an ideal candidate for your dream job?

Writing

Find a listing for a job you would like online or in a local newspaper. Write an email message to the company applying for the job.

Listening

Fill in the blanks as you listen to the recordings.

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Please let me know if I can meet with you for an _____. We can meet at your earliest convenience.

Sincerely,
Lee Timson

Attachment: Lee Timson's _____

B. Email #2

To: leetimson2090@email.com
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Date: June 28, 2015

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Mr. William Michaels,
_____ of Sales