

JOB HUNTING

Job hunting, job seeking, or job searching is the act of looking for employment.

Unit 2

DISCUSS.

- What are the ways in which an employer could advertise a job vacancy?
- What information does a job advertisement usually contain?
- What do you need in order to apply for a job?
- Have you ever attended a job interview? If you have, describe your experience. If not, try to explain the importance of job interviews.

JOB-SEARCH PROCESS

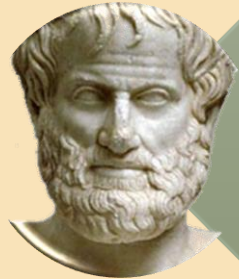


HOW TO STAND OUT AS A JOB APPLICANT?

- ✓ Personalize your resume
- ✓ Showcase your skills
- ✓ Do your research
- ✓ Networking
- ✓ Be you



“Choose a job you love and you will never have to work a day in your life.” Confucius



“Pleasure in the job puts perfection in the work.” Aristotle



“Find out what you like doing best, and get someone to pay you for doing it.” Katharine Whitehorn

READING COMPREHENSION

GO THROUGH THE TEXT ON PAGE 126 AND FILL IN THE
BLANKS

- The hiring process starts when companies advertise the vacant position in a newspaper or on their website. A job opening should contain information on the job advertisement, duties and requirements, as well as the deadline for application submission.
- From a job seeker's perspective, the hiring process starts with a job application. In order to apply, a candidate needs to send a CV (resume in AmE). This is a written compilation of your education, work experience, credentials, skills and accomplishments. There are three basic types of CVs: chronological, functional and targeted. CVs are accompanied by a cover letter, also known as a job application letter, which provides additional information on your skills and experience and the reasons for your interest in the specific organization.

- Upon receiving job applications, companies begin the selection procedure. The first step is to look at the candidates' background - their work experience, educational qualifications etc. The most interesting candidates are then invited to a group discussion before conducting screening interviews with each candidate. These can even be done on the phone, since they are mostly used to narrow the pool of applicants who will be invited for interviews. Some companies may also decide to conduct in-person pre-employment tests to assess the applicants' intelligence and personality.
- Successful applicants are then shortlisted and their references are checked by contacting their referees, e.g., their previous employers or teachers who provided the applicant with a recommendation letter.
- After each interview in the interviewing process, it is important to send a follow-up / thank you letter or an email to your interviewers thanking them for taking the time to interview you and reiterating your interest in the vacancy.

RECOMMENDATION LETTER

REFERENCE / RECOMMENDATION LETTER

1. When would you need a recommendation letter?
2. Who makes a good reference / referee?
3. Should a reference letter be generic or personalized?

RECOMMENDATION LETTER STRUCTURE

- ***Opening paragraph***

- Explain the purpose of your letter, your position at the university / in the company, candidate's name and the nature of your relationship with the candidate.

- ***Body paragraphs***

- Describe the **candidate's skills / competences and performance**. Mention both soft skills and hard skills.
 - hard skills: learned through formal education (e.g. accounting, foreign languages, etc.)
- soft skills: a combination of interpersonal skills, social skills, character traits, social intelligence and emotional intelligence

- ***Closing paragraph***

- Briefly summarize why you are recommending the candidate.
 - Offer to answer questions or provide more information.
- Close with your name, signature, position and department / university.

***RECOMMENDATION LETTER
SAMPLE***

To whom it may concern:

It is my pleasure to offer an unreserved recommendation for Gabriella Lopez for your Work and Travel programme.

I had the opportunity to meet and teach Ms. Lopez when I was working as a Teaching Assistant at the Faculty of Philology, University of Madrid. At the time I was teaching elective courses at the Faculty, more specifically subjects such as Contemporary English 1, 2, 3 & 4, at the Department of English. **Even though** some time has passed since and I have had a large number of students, I still remember Ms. Lopez and her hard work in my classes.

First of all, Ms. Lopez was a very diligent student. This meant **not only** doing all the classwork and homework assigned to her, **but also** being very active in class and enthusiastically participating in extracurricular activities. **Secondly**, she showed an advanced knowledge of the English language, completing the tasks at hand with ease and confidence. **Finally**, she proved to be a real team player who is willing to help her colleagues with their work whether that was inside or outside the classroom.

Having spent two semesters teaching Ms. Lopez, I can confidently say that she will be a valuable member of your team. She will work hard at her job and she will definitely do her best to make work atmosphere more pleasurable for both her colleagues and customers while treating everybody with utmost respect.

Ms. Lopez will be a great asset to your programme because I know how passionate she is about this opportunity and being able to bring what she has learned back to Spain. I would be happy to answer any questions or discuss the recommendation further. Please feel free to contact me at mateo.fernandez@madr/uni.sp.

SOME TIPS FOR WRITING:

- Put yourself in the shoes of the recipient of the letter – what would you be seeking?
- Provide specific details about the student's strengths.
- Share stories that illustrate the student's qualities.
- Potential topics: student's potential, professionalism, interpersonal & leadership skills, passion for the subject, etc.
- The letter should be more than one paragraph – details about student performance are helpful to the reader.

EXERCISES

Fill in the blanks with your own ideas about how to recommend somebody:

- 'I am happy to provide a reference for (student's name).'
- 'I highly recommend (student's name).'
- 'I sincerely believe that (student's name) will be an asset to your organization.'
- 'I can recommend (student's name) without reservation.'
- 'I have no hesitation in recommending her to your company.'

TASK

You are a coordinator of the *Youth* project. Paola, one of the participants, has asked you for a recommendation for an internship program.

Write one short paragraph (3 sentences) using these words:

down-to-earth dependable get on well

lose his/her temper inclined cope hesitation

MODEL ANSWER

I have known Paola for approximately four years. She is a very bubbly, **down-to-earth** character and **gets on well** with people of all ages. In times of crisis, Paola is an excellent person to have around because she is **dependable** and not **inclined** to panic or **lose her temper**. For this reason, I believe she would be able to **cope** if something went wrong and I have no **hesitation** in recommending her for the internship.

FILL IN THE
BLANKS WITH
THESE
WORDS:

advanced hesitate
recommend
further concern position
rapport skills literate
accomplishes

- To Whom It May concern :
- I highly recommend Michelle Johnson as a candidate for a teachingposition. I have worked with Michelle in my position as Principal of St. Paul's School.
- Michelle has a wonderfulrapport with people of all ages, especially children. Her ability to connect with her students and her talent at teaching simpleadvanced topics, as well as more advanced topics, are both truly superior. She has excellent written and verbal communication skills. Michelle is extremely organized, reliable and computer literate. Michelle can work independently and is able to accomplishes to ensure that the job gets done. She accomplishes these tasks with great initiative and with a very further positive attitude.
- If you have any hesitate questions with regard to her background or qualifications, please do not hesitate to contact me.
- Faithfully,
- Mary Haddock
Principal

WRITING TASK

Refer to slides 15-19 to help you.

Imagine that you are a team leader of the IT sector specialized for Java programming language. Your former employee Dragan Tomić asked you to write a reference for his new position of Senior Java Developer at *Javamazing* company. Use between **120 and 150 words** to write a letter of recommendation for Mr. Tomić. Say something about his programming and personal skills that he displayed under your leadership. The format of the letter should be ***block letter format***.

OR

Imagine that you are a team leader of the PR Department in an agency specialized for social media. Your former employee Tara Samik asked you to write a reference for her new position of Content Manager at *ProblemSolver* company. Use between **120 and 150 words** to write a letter of recommendation for Ms. Tara. Say something about her creativity, promptness and personal skills that she showed under your leadership. The format of the letter should be ***official format***.

BEFORE WRITING

**TRY TO FIND
THE ANSWERS
TO THE
FOLLOWING
QUESTIONS:**

- What has this employee achieved?
- Does the employee look for opportunities to use his/her skills and knowledge?
- Does the employee stand out in any way?
- Are there examples of teamwork, assignments, projects or self-study that highlight his/her achievements?
- Why is this employee qualified and how do you think he/she will be able to contribute?

USEFUL PHRASES TO BEGIN THE LETTER WITH

I:

- *am honoured to support him as a candidate*
- *am pleased to provide a reference for*
- *am delighted to be called upon*
- *am happy to recommend*
- *am pleased to comment on*
- *can offer only the highest recommendation for*
- *first became acquainted with*
- *first came to my attention when*

- *(Tom) has worked directly under my supervision*
- *It has been a pleasure to supervise*
- *his qualifications and performance are*
- *It is a pleasure to recommend*
- I:
- *have known Ms. Doe for*
- *have no hesitation in recommending*
- *have been his supervisor since*
- *have had the opportunity to*

USEFUL PHRASES FOR DESCRIBING THE CANDIDATE

- *a creative problem-solver*
- *always cheerful and dependable*
- *always behaves professionally*
- *broad range of skills*
- *can attest to his integrity*
- *careful attention to detail*
- *comments are well thought out and clearly articulated*
- *communicates her ideas clearly*
- *communicates effectively in writing*
- *completely loyal and trustworthy*
- *demonstrated particular strengths in*
- *follows tasks through to completion*
- *gets along well with others*
- *handles responsibility well*
- *has a take-charge personality*
- *has a flair for organization*

**USEFUL
PHRASES
FOR
DESCRIBING
THE
CANDIDATE**

- *her sensitivity and concern for others*
- *is innovative and creative*
- *is a tireless worker*
- *is mature beyond her years*
- *is intelligent and ambitious*
- *is personable and easy to work with*
- *keeps calm under pressure*
- *meticulous attention to detail*
- *one of our finest, most well-rounded undergraduates*
- *outstanding leadership abilities*
- *punctual and hard working*
- *self-motivated individual*
- *wide-range knowledge of*
- *willing to go beyond what is required*
- *willing to take on new responsibilities*
- *works efficiently and effectively*
- *works independently and effectively*
- *works well with little supervision*

**USEFUL
PHRASES
FOR
CLOSING
THE LETTER**

- *every confidence in her ability to*
- *give my unqualified recommendation*
- *has always proved satisfactory*
- *has my highest recommendation*
- *have admiration and respect for*
- *have no reservations in*
- *hope this information proves helpful*
- *if I can further assist*
- *if you have further questions*
- *if you need additional information*
- *if you would like more information*
- *request your favourable consideration of*
- *recommend without reservation*
- *recommend her very highly*
- *should be given serious consideration*
- *should you have any questions*
- *will meet your expectations*
- *will be successful in any enterprise he undertakes*
- *will be a credit to your*
- *will measure up to your high standards*
- *will be a great addition to*
- *would be an asset to your program*
- *would be a valuable addition to*