

English for Business

Chapter 3

Job Hunting: Research and Preparation

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Job Hunting: Research and Preparation

1. Identifying stages in job application process
2. Researching yourself
3. Highlighting your skills and experience
4. Researching the market

Identifying the stages in the job application process

1. Sending a cover letter
2. Sending a CV/resume
3. Sending a follow-up letter
4. Responding to interview questions
5. Making interview small talk
6. Reading a job advertisement
7. Researching the market
8. Researching yourself.

Identifying the stages in the job application process

1. Sending a cover letter
2. Sending a CV/resume
3. Sending a follow-up letter
4. Responding to interview questions
5. Making interview small talk
6. Reading a job advertisement
7. Researching the market
8. Researching yourself

- **Researching yourself**
- **Researching the market**
- **Reading a job advertisement**
- **Sending a cover letter**
- **Sending a CV/resume**
- **Making interview small talk**
- **Responding to interview questions**
- **Sending a follow-up letter**

Audio: Researching Yourself

Listen to the conversation and discuss the following questions:

1. What is the first thing Sophie suggests Silvia does?
2. How does Sophie identify her transferable skills?
3. Does Sophie think personality tests are very important?
4. What is the final piece of advice Sophie gives Silvia?
5. Have you ever tried any of Sophie's suggestions? Did they work for you?



Your Strengths and Weaknesses:

achievements/ language/ experience/ skills/ personal characteristics/ knowledge

Strengths



2...

I recently managed to complete an expedition in South America

3...

I'm fluent in English

4...

I'm interested in sustainability issues and have experience in this field

Your Strengths and Weaknesses



Your Strengths and Weaknesses:

achievements/ language/ experience/ skills/ personal characteristics/ knowledge

Weaknesses

5...

I'm not very good at being patient all the time.

I can sometimes find it difficult to make decisions

6...

I could be better at using excel

Your Strengths and Weaknesses

Weaknesses

Personal Characteristics

I'm not very good at being patient all the time.

I can sometimes find it difficult to make decisions

Knowledge

I could be better at using excel

Personal Characteristics

1. Creative
 2. Decisive
 3. Flexible
 4. Organized
 5. Persuasive
 6. Reliable
- a. Do you always do what you say you'll do?
 - b. Are you good at getting other people to agree with you?
 - c. Are you good at making your mind up quickly?
 - d. Are you able to plan ahead successfully?
 - e. Are you able to cope with last-minute changes?
 - f. Are you good at coming up with imaginative solutions?

Personal Characteristics

1. Creative
 2. Decisive
 3. Flexible
 4. Organized
 5. Persuasive
 6. Reliable
- a. Do you always do what you say you'll do? (6)
 - b. Are you good at getting other people to agree with you? (5)
 - c. Are you good at making your mind up quickly? (2)
 - d. Are you able to plan ahead successfully? (4)
 - e. Are you able to cope with last-minute changes? (3)
 - f. Are you good at coming up with imaginative solutions? (1)

Mind Map of Strengths and Weaknesses

Strengths	Weaknesses	Positive characteristics	Negative characteristics
I'm excellent at ...	I'm not very good at ...	I am ...	I can sometimes be ...
I'm able to ...	I could be better at ...	I try to ...	Occasionally I am ...
I 'm interested in ...	I'm reasonably good at ...		I can be a little bit ...
I recently managed to ...	I would like to be able to ...		



Your Qualifications

award | complete | graduate | hold | obtain | read

1. I ... with a BA in Sociology from the University of California in Los Angeles in 2007.
2. I ... Economics at the London School of Economics and Political Science (LSE). I then ... a Master's in Security Studies at the University of Birmingham, which included a semester at New York University at the Centre of European Studies.
3. I ... with a BA in Hotel & Catering Management from Hong Kong Polytechnic University. I also ... an MBA in Marketing, which I ... last year.
4. After ... from the School of Oriental Languages and Communication with a BA (Hons) in Mandarin Chinese and English in Maastricht (The Netherlands), I was ... a scholarship to ... International Relations at the College of Europe, Warsaw.

Your Qualifications

award | complete | graduate | hold | obtain | read

1. I **graduated** with a BA in Sociology from the University of California in Los Angeles in 2007.
2. I **read** Economics at the London School of Economics and Political Science (LSE). I then **obtained/completed** a Master's in Security Studies at the University of Birmingham, which included a semester at New York University at the Centre of European Studies.
3. I **graduated** with a BA in Hotel & Catering Management from Hong Kong Polytechnic University. I also **hold** an MBA in Marketing, which I **completed** last year.
4. After **graduating** from the School of Oriental Languages and Communication with a BA (Hons) in Mandarin Chinese and English in Maastricht (The Netherlands), I was **awarded** a scholarship to **read** International Relations at the College of Europe, Warsaw.

Your Qualifications

prepositions **at, from, in** or **with**

1. I started my career ... Johnston Group after graduating ... Hanyang University ... a BA and MA ... Chemical Engineering.
2. I graduated ... 2008 ... an MSc in Criminology and Criminal Justice ... Tokyo University.
3. I also obtained a BSc ... Computer Science ... Moscow State University ... 2005.
4. I read Modern Languages ... The National University of Singapore.

Your Qualifications

prepositions **at, from, in** or **with**

1. I started my career **at** Johnston Group after graduating **from** Hanyang University **with** a BA and MA **in** Chemical Engineering.
2. I graduated **in** 2008 **with** an MSc in Criminology and Criminal Justice **from** Tokyo University.
3. I also obtained a BSc **in** Computer Science **from** Moscow State University **in** 2005.
4. I read Modern Languages **at** The National University of Singapore.

Think about your own qualifications

1. What qualifications do you have?
2. Where did you go to university?
3. When did you graduate?
4. What types of career are common for people with your qualifications?
5. Which of your qualifications is most likely to impress a future employer?

Highlighting your skills and experience

1. What general skills and knowledge do most employers look for in job applicants?

1. Apart from specific qualifications and technical expertise, what skills and knowledge have you got that make you employable?

Match the transferable skills (1-8) to the examples of professional behavior (a-h)

- | | |
|-------------------------|--|
| 1. Analytical skills | a. I have justified belief in my ability to do the job.
I am able to express my opinion or provide advice when necessary.
I am good at making decisions. |
| 2. Creativity | |
| 3. Self-confidence | b. I am able to express myself effectively.
I am able to make my opinions totally clear and am rarely misunderstood.
I produce clear, well-written reports that can be easily understood. |
| 4. Communication skills | c. I am able to formulate new ideas to solve problems.
I am able to think ahead to spot or create opportunities.
I set aside thinking time to come up with alternative ways of getting things done more efficiently. |
| | d. I am good at data analysis.
I am excellent at interpreting data to see cause and effect and am able to use this information to make effective decisions. |

Match the transferable skills (1-8) to the examples of professional behavior (a-h)

- | | |
|---------------------------------------|--|
| 1. Analytical skills
(d) | a. I have justified belief in my ability to do the job.
I am able to express my opinion or provide advice when necessary.
I am good at making decisions. |
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(c) | b. I am able to express myself effectively.
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| 3. Self-confidence
(a) | c. I am able to formulate new ideas to solve problems.
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I set aside thinking time to come up with alternative ways of getting things done more efficiently. |
| 4. Communication skills
(b) | d. I am good at data analysis.
I am excellent at interpreting data to see cause and effect and am able to use this information to make effective decisions. |

Match the transferable skills (1-8) to the examples of professional behavior (a-h)

- | | |
|-------------------------|--|
| 5. Independence | e. I actively seek feedback on my performance and carefully consider feedback.
I demonstrate an interest in and understanding of my own and other cultures.
I understand my own strengths and limitations. |
| 6. Interpersonal skills | f. I am good at getting a good deal.
I am good at developing and managing relationships with others. |
| 7. Negotiation skills | I am able to persuade, convince and gain support from others. |
| 8. Self-awareness | g. I am good at working cooperatively.
I am good at working and communicating within a team to achieve shared goals.
I am a good listener. |
| | h. I can work with sustained energy and determination on my own.
I can find ways to overcome obstacles to set myself achievable goals. |

Match the transferable skills (1-8) to the examples of professional behavior (a-h)

- | | |
|---------------------------------------|--|
| 5. Independence
(h) | e. I actively seek feedback on my performance and carefully consider feedback.
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(g) | f. I am good at getting a good deal.
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I am good at working and communicating within a team to achieve shared goals. |
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(e) | h. I can work with sustained energy and determination on my own.
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Think about your own transferable skills

Think about your own example of behavior for the following transferable skills.

1. Flexibility
2. Leadership skills
3. Organizational skills
4. Teamworking skills

Researching the Market: Finding the Job

Think about these following questions.

1. Where would you start looking for a job?
2. Which of these methods would you consider using?
 - a. Job agencies/ headhunters
 - b. Newspapers and magazines
 - c. Networking
 - d. The internet
 - e. Cold calling/ mailing

Cold Calling

- a. I have worked for a number of big hotels in Poland.
- b. I would like to speak to Janet Robinson.
- c. What background experience are you looking for?
- d. Are you looking for employees with international experience?

- 1. Good morning. I'm Eric Paul. .. Is she there?
- 2. I have considerable professional experience in the hotel industry. ...
- 3. My mother tongue is Polish, but I can also speak Spanish, having worked for a big hotel in Spain.
- 4. 'Do you have a degree?'
'Yes, I have a degree in tourism. ...'

Cold Calling

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 - b. I would like to speak to Janet Robinson.
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- 1. Good morning. I'm Eric Paul. **(b)** Is she there?
 - 2. I have considerable professional experience in the hotel industry. **(a)**
 - 3. My mother tongue is Polish, but I can also speak Spanish, having worked for a big hotel in Spain. **(d)**
 - 4. 'Do you have a degree?'
'Yes, I have a degree in tourism. **(c)**'

Cold Calling

1. Good morning. I'm Eric Paul. I would like to speak to Janet Robinson. Is she there?
2. I have considerable professional experience in the hotel industry. I have worked for a number of big hotels in Poland.
3. My mother tongue is Polish, but I can also speak Spanish, having worked for a big hotel in Spain. Are you looking for employees with international experience?
4. 'Do you have a degree?'
'Yes, I have a degree in tourism. What background experience are you looking for?'

Job Advertisements

Example:

Great graduate job opportunity

*Are you a **team player**? Are you **flexible, dynamic, & results-focused**?*

*Do you have **good organisational skills**?*

Then we are looking for you...

Job Advertisements

team player | flexible | dynamic | results-focused | good organisational skills

1. Do you have personality that will fit in with the rest of the team?
Are you willing to help with tasks outside your job role when required?
2. Are you someone who wants to work, is prepared to do what it takes to fulfil your job function and make money for the company?
Will you be aware of how your actions affect the company as a whole?
3. Are you innovative and creative? Are you the type of person who thinks intelligently and can generate ideas to improve things?

Job Advertisements

~~team player~~ | flexible | ~~dynamic~~ | ~~results-focused~~ | good organisational skills

1. Do you have personality that will fit in with the rest of the team? Are you willing to help with tasks outside your job role when required? **Team player**
2. Are you someone who wants to work, is prepared to do what it takes to fulfil your job function and make money for the company? Will you be aware of how your actions affect the company as a whole? **Result focused**
3. Are you innovative and creative? Are you the type of person who thinks intelligently and can generate ideas to improve things? **Dynamic**

Job Advertisements

~~team player~~ | flexible | ~~dynamic~~ | ~~results-focused~~ | good organisational skills

4. Are you prepared to work to meet the demands of the business, which might involve relocating to another office or working extra hours, even weekends?
5. Do you meet deadlines, work well with others and get things done? Can you produce reliable work under pressure and be trusted with multiple responsibilities?

Job Advertisements

team player | flexible | dynamic | results-focused | good organisational skills

4. Are you prepared to work to meet the demands of the business, which might involve relocating to another office or working extra hours, even weekends? **Flexible**
5. Do you meet deadlines, work well with others and get things done? Can you produce reliable work under pressure and be trusted with multiple responsibilities? **Good organization skills**

Thank you and see you in the 4th session.

Yours sincerely,

Lerissa Daniela, S.S., M.Pd.

Original Source:

The original source of this chapter is taken from the book entitled
“ Cambridge English for Job-hunting”
written by **Colm Downes** and the series editor is **Jeremy Day**.
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