

30 Applying for a job

If you want to find a job, you need to understand the English words and phrases used in advertisements and on recruitment websites.

- ⚙️ **New language** Interview responses
- 🔤 **Vocabulary** Job words and phrases
- 🧩 **New skill** Dealing with job applications

30.1 VOCABULARY APPLYING FOR A JOB



look for a job



résumé (US)
curriculum vitae / CV (UK)



apply for a job



have an interview



get the job



start the job



30.2 READ THE JOB ADVERTISEMENTS AND ANSWER THE QUESTIONS

26

BUSINESS TODAY

JOBS

WANTED: Assistant chef at Marie's Cakes, Ohio.
Can you cook? Do you love cake? We need an assistant chef on Saturdays and Sundays (6am to 2pm), \$10 per hour.

WANTED: Teacher at summer school, Alaska.
Do you like children? You can teach kids aged 11 to 14 this summer (June to August). Some experience needed.

WANTED: Gardener at St. Bernard's College, Idaho. We need a gardener to work part-time in our beautiful gardens. Experience needed. 20 hours per week.

The job at Marie's Cakes is for Fridays and Saturdays.

True False

1 The job at Marie's Cakes is in Ohio.

True False

2 The teaching job starts in August.

True False

3 You will teach children aged 11 to 14 years old.

True False

4 The gardening job is full-time.

True False

5 The gardening job is at a castle.

True False

30.3 VOCABULARY WORDS IN YOUR RÉSUMÉ



qualification



work experience



hobby



interest



reference



Aa

30.4 FILL IN THE GAPS USING THE WORDS IN THE PANEL

I need to give the interviewer a reference from my last boss.



- 1 My qualifications include degrees in biology and chemistry.
- 2 The interview at the bank went really well. I've got the job.
- 3 The manager read my résumé and said it was really good.
- 4 I can start the job in January.
- 5 You need to have an interview before you can get the job.

have an interview

reference

qualifications

résumé

got the job

start



30.5 LISTEN TO THE AUDIO, THEN NUMBER THE QUESTIONS IN THE ORDER THAT YOU HEAR THEM



Tom Willis is being interviewed for a job.

- | | | | |
|--|-------------------------------------|---|--------------------------|
| <p>A Why do you want this job?</p> | <input type="checkbox"/> | <p>D When can you start work?</p> | <input type="checkbox"/> |
| <p>B What did you do at the store?</p> | <input type="checkbox"/> | <p>E Why did you leave the music store?</p> | <input type="checkbox"/> |
| <p>C Why did you study English at college?</p> | <input checked="" type="checkbox"/> | <p>F Are you good at working with people?</p> | <input type="checkbox"/> |

30 ✓ CHECKLIST

Interview responses

Aa Job words and phrases

Dealing with job applications