


# 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

**Aa 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

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**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 \_\_\_\_\_ include degrees in biology and chemistry.
- 2 The interview at the bank went really well. I've \_\_\_\_\_.
- 3 The manager read my \_\_\_\_\_ and said it was really good.
- 4 I can \_\_\_\_\_ the job in January.
- 5 You need to \_\_\_\_\_ 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.

- |                                         |                          |                                        |                          |
|-----------------------------------------|--------------------------|----------------------------------------|--------------------------|
| A Why do you want this job?             | <input type="checkbox"/> | D When can you start work?             | <input type="checkbox"/> |
| B What did you do at the store?         | <input type="checkbox"/> | E Why did you leave the music store?   | <input type="checkbox"/> |
| C Why did you study English at college? | <u>1</u>                 | F Are you good at working with people? | <input type="checkbox"/> |

### 30 CHECKLIST



Interview responses ☐

Aa Job words and phrases ☐



Dealing with job applications ☐