

22 Job applications

In English, prepositions can only be followed by a noun phrase or a gerund. This is particularly important when talking about the order of events.

 **New language** Prepositions and gerunds

Aa Vocabulary Job applications

 **New skill** Writing a résumé and cover letter

22.1 KEY LANGUAGE PREPOSITIONS AND GERUNDS

If you want to use a verb after a preposition, it has to be a gerund, which is the “-ing” form of a verb.



After **graduating**, I worked in a hospital.

Preposition

Gerund



22.2 FURTHER EXAMPLES PREPOSITIONS AND GERUNDS



Instead of **applying** for a job, I went to college.



After **seeing** the job listing, I wrote a cover letter.



22.3 FILL IN THE GAPS USING THE WORDS IN THE PANEL

Since attending some training sessions, I feel more confident about my work.

- ① _____ seeing that job listing, I thought I would never find my perfect job.
- ② After _____ as an engineer, I volunteered in Cambodia.
- ③ _____ working in a low-paid job, I decided to train as an accountant.
- ④ Without _____ my exams, it would be difficult to have a decent career.

qualifying

~~attending~~

Instead of

passing

Before





22.4 READ THE COVER LETTER AND ANSWER THE QUESTIONS

The job was advertised in the local job center.

True ☐ False ☒ Not given ☐

- ① Alice's degree was in Social Media Marketing in the 21st Century.

True ☐ False ☐ Not given ☐

- ② Her degree was a mixture of theory and practical training.

True ☐ False ☐ Not given ☐

- ③ Alice did some voluntary work while studying.

True ☐ False ☐ Not given ☐

- ④ A project Alice did was similar to this job.

True ☐ False ☐ Not given ☐

- ⑤ Alice is very creative, but less interested in details.

True ☐ False ☐ Not given ☐

- ⑥ Alice would be happy to start on a low salary.

True ☐ False ☐ Not given ☐

Dear Mrs. Evans,

I'm writing to apply for the Social Media Marketing Assistant post advertised in Social Journal. Please find attached a copy of my résumé for your consideration.

I have recently completed a degree in Digital Marketing, which has prepared me well for this position and has made me very enthusiastic about working in this area. As well as providing a strong theoretical grounding, it required a great deal of practical research and initiative. One of the courses, Social Media Marketing in the 21st Century, was particularly relevant to this position. As part of a project for this course, I developed and managed a social media campaign for a soft drinks company.

I have a keen interest in following developments in digital marketing, and am very creative as well as having a good eye for detail and accuracy.

I would be able to take the position immediately. Thank you for taking the time to consider my application, and I look forward to hearing from you in the near future.

Yours sincerely,

A Williams

Alice Williams

Aa

22.5 MATCH THE DEFINITIONS TO THE PHRASES

has a very close connection

① sharp and enthusiastic

② be good at noticing small things

③ job

④ soon

⑤ start the job

take the position

post

is particularly relevant

keen

have an eye for detail

in the near future





22.6 READ THE RÉSUMÉ AND ANSWER THE QUESTIONS

George Brandani

275 Main Street
Minneapolis, MN 55401
george@brandani.com
612-555-1746

I am an award-winning, experienced head barista who has managed teams of up to five colleagues. I have in-depth knowledge of the coffee industry and am certified in current hygiene and health and safety regulations.

EMPLOYMENT HISTORY

Coffee Galore

HEAD BARISTA • June 2013–Present

Coffee Galore is an independent, but very highly rated and vibrant coffee shop. I was part of the initial team that established the inviting, friendly, coffee-drinking experience.

Duties:

- Train and manage one full-time and three part-time baristas
- Order and control stock of foods and beverages
- Ensure maximum sales by devising promotions
- Ensure compliance with hygiene and safety regulations

Coffee Time Out

BARISTA • July 2011–June 2013

Part of a large team of baristas in a well-known chain with strict customer service and hygiene standards.

Duties:

- Make and serve up to 250 coffee drinks per day
- Provide a clean and welcoming environment for the customers

Awards

Creative Barista Champion

Qualifications

I hold current certificates in food hygiene and first aid, as well as being a trained fire warden.

Education

Elmwood High School • 2007–2011
High school diploma

Interests

I am passionate about coffee and like to spend my free time visiting places where it is grown, such as Costa Rica and Colombia. I am also a quiz master for the local quiz league.

George helped set up the Coffee Galore coffee shop.

True ☒ False ☐ Not given ☐

- ① George has worked in coffee shops since he left high school.

True ☐ False ☐ Not given ☐

- ② George does not like his boss in his current job.

True ☐ False ☐ Not given ☐

- ③ George has only ever worked for small coffee shops.

True ☐ False ☐ Not given ☐

- ④ George is trained to deal with medical emergencies.

True ☐ False ☐ Not given ☐

- ⑤ All of George's hobbies are related to coffee.

True ☐ False ☐ Not given ☐



22.7 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



HR executive, Janice Streatham, has recorded a podcast giving out tips on how to write a good résumé.

What does Janice say is the most important thing to get right on your résumé?

School qualifications ☐

Employment record ☐

Contact details ☒

- 1 If you left school early and did unpaid work, what should you emphasize on your résumé?

School qualifications ☐

Work experience and skills ☐

Interests and hobbies ☐

- 2 What should you do if you spent a year abroad before starting work or college?

Leave a gap in your résumé ☐

Say what you were doing ☐

Say you were doing something else ☐

- 3 How long should your résumé be?

About four sides of paper ☐

At least two sides of paper ☐

Less than two sides of paper ☐




22.8 MARK THE MORE FORMAL SENTENCE IN EACH PAIR





I spent ages working in retail even though I didn't really like it. ☐

I worked in retail for many years, then looked for a career change. ☒

- 1  The job was quite challenging in terms of improving the consumer experience. ☐
The shop floor was a real nightmare and my boss wasn't very nice at all. ☐


- 2  I went with my mates on holiday to Vietnam and we did some volunteer stuff. ☐
I traveled to Vietnam where I volunteered for a number of educational projects. ☐

- 3  I did loads of courses about what to do in a fire and how to write risk assessments. ☐
I am a qualified fire warden and am trained in writing risk assessments. ☐


- 4  I have an in-depth knowledge of real estate due to having eight years' experience. ☐
I know lots of things about selling houses because I've been doing it for ages. ☐



22 CHECKLIST

 Prepositions and gerunds ☐

Aa Job applications ☐

 Writing a résumé and cover letter ☐