

# 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.

## 22.2 FURTHER EXAMPLES PREPOSITIONS AND GERUNDS

A green icon of a person holding a book, representing a student or learner.

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,

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

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

##### 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.

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**