

## Applying for a job

### *Short version*

- If you want to apply for a job you should write a **motivation letter** and send a **CV**
- It is better to always **write new motivation letter to new job application**
- A **recommendation** from prior employer can help you
- If you have some companies where you would like to work, look also at their websites, not every job offer is viewed on sites with job offers

### MOTIVATION LETTER

- If you know who you are writing to start with **Dear Mr. xxx**
- You should respond to questions like why did you chose that job, why should they choose you, what strengths for the job you have
- It should also include **description of your experience** with similar job if you have any
- At the end of it it is good to write that if they have any questions, they can contact you on your number xxx xxx xxx or your email

### CV (curriculum vitae)

- In head of the CV should be your **representative photo**, contacts, your age or date of birth and nationality
- **Your CV should include** all working experiences, language and other skills and information about your education
- You can add your hobbies if you want
- The **graphic side** of the CV is also important, better looking CV picks up more much needed interest between the tenths the personalists get

### JOB INTERVIEW

- It is important to be neat and in formal clothing (tux, dress, skirt)
- It is important to prepare for the interview, you should know the **basic info** about the company
- Some companies will send you some task that you have to bring with you
- **Be prepared to answer questions** like why that company, where do you see yourself in 5 years, what amount of money you would like to have per hour/day and also the ones described in writing motivation letter

## Options of working

- You can work **part-time or full time**
- You can also work as a **volunteer**, especially in institutions focused on taking care of people, volunteering is not paid, but it can be **very good experience** or way to helping others
- You can also go on **internship**, paid or unpaid

## Terms of work

- You should go to work on time and be responsible, fill your tasks, otherwise you can get fired
- You must have **recommended qualification**
- You must **pay taxes** from your salary
- Every bigger company has its **own terms of work**
- If you have any problems or you need to turn in something, go to **human resources** or the head of your department

## Working in a company

- It is good to **cooperate with the others**
- Don't be afraid to ask for help from other colleague or your boss

## Doplňující otázky

### 1. What is your dream job?

- I would like to work as ... / My dream job is ...

*1a. What are the advantages and disadvantages of the job?*

*1b. Why did you choose that job? / What you like about the job?*

### 2. What should be included in a CV?

- CV should include your photo, personal information (such as nationality, ...), job experiences, strengths, skills, information about your education, ... (pick the things you remember the most)

### 3. Which is more important for you: enjoy your work or be paid well? Why?

- I prefer to enjoy what I am doing/ to be well paid / both – I would like to have well paid job that I enjoy ...

### 4. Have you ever had a part-time job? Tell me about it.

- Yes, I have worked as ... / No, I have not had a part-time job.

### 5. Should teenagers have a part-time job? Why? / Why not? Tell me your opinion.

– I think that ... / My opinion is ...

**6. What would you do if you couldn't find work? Tell me about it.**

– I would ...

**7. Would you like to do your parents' job? Why? / Why not?**

– Yes, I would like to. / No, I wouldn't.

**8. Would you like to work as a cook/other job? Why? / Why not?**

– Yes, I would, I like cooking. / No, I wouldn't, I hate cooking/am not much of a good cook.

**9. What should you prepare for a job interview?**

– It is good to know the basics of the company, be prepared to answer questions like ... (pick the ones you remember the most). I should pick some formal clothes.

**10. Which jobs are more suitable for men and which for women? Why?**

– I think ...

**Důležitá slovíčka**

– Fonetická výslovnost není pro lepší srozumitelnost uvedena

advantages	(edvántidžis)	výhody
basics	(bejziks)	základní informace
disadvantages	(dizedvántidžis)	nevýhody
employer	(implojr)	zaměstnavatel
human resources	(hjumn risourcis)	lidské zdroje – zaměstnanecké
odd.		
internship	(intrnšip)	stáž
nationality	(nejšnality)	občanství, národnost
prior	(prajer)	předchozí, bývalý
recommendation	(rikomendejšn)	doporučení
strengths	(strents)	silné stránky
suitable	(sútebl)	vhodný
taxes	(taxis)	daně
tenths	(tents)	desítky