

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 |