

Understanding Job Ads



Task 1 – Scan the job ads

Look at the job ads in the magazine "jobs for teens".
Find and write down:

1. Three jobs that require communication skills.

2. Two jobs that involve working outdoors.

3. One job you can do from home.

4. Two jobs that require teamwork.

Task 2 – Job Match

Match the job to the correct description. Connect with a straight line.

serves customers and prepares drinks
takes care of animals
helps visitors find books
helps guests at attractions
helps in a supermarket

Dog Walker
Grocery Store Assistant
Library Assistant
Junior Barista
Theme Park Attendant

Task 3 – Job Analysis

Choose ONE job that you like from the ads and answer:

Job title: _____

Why do you like this job? _____

Which skills do you already have? _____

Which skills do you still need? _____



Writing a CV - how to



What should be in a CV:

- Contact details
- Photo - expected in Germany, but not needed in UK, USA, Canada.
- Education - schools and other earned qualifications.
- Work experience - companies you have worked for.
- Skills - languages, computer skills, driver's licence etc.
- Hobbies - you can add interesting hobbies, to show different sides of yourself.

Tips for a good CV:

1. Keep it short — but not too short.
 - Your CV should be one or two pages.
 - If it is too long, choose only the most important information.
If it is very short, add more details about your skills and your tasks in former jobs.
2. Use active verbs.
 - When you write about your past jobs, use strong verbs, like:
 - I led a team.
 - I managed a project.
 - I helped customers.
3. Explain time gaps.
 - Do not leave empty time in your CV.
If you travelled, stayed at home with a child, or looked for a job, write this in your CV.
4. Keep it up to date.
 - Make sure your CV is new and correct.
 - Write your most recent job and education first.
5. Be honest.
 - Employers can check your information.
 - If you lie, you can lose the job.
6. Use a clear layout.
 - Your CV should be easy to read.
 - Use bullet points.
 - Write short sentences.
Use a simple font like Arial, size 12.
7. Check for mistakes.
 - Read your CV again.
 - Use spell check.
 - Ask another person to read it before you send it.



Writing a CV - Task



Task — Choose a job from the magazine and write a CV for it.
Use this worksheet for a first draft, then write a CV on the computer.

- Use a template on Office word to make it look professional.

Personal Details

Name: _____

Birthday: _____

Address: _____

Email: _____

Phone: _____

Work experience - name your position at the company and the time you were there

_____ at _____

From _____ to _____

_____ at _____

From _____ to _____

_____ at _____

From _____ to _____

Education - name the school and the time you were there. Name your highest degree,

From _____ to _____

From _____ to _____

From _____ to _____

Highest degree: _____

Skills

Hobbies



Writing a cover letter



Task — Write the cover letter for the job you've chosen.

Check everything that your cover letter needs on this sheet:

Cover letter = short letter to an employer.

- You write it when you apply for a job.
- It introduces you and explains why you want the job.
- Usually 3–5 short paragraphs long.

Check

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Do some research

- Show the employer that you are really interested.
- Find information about the company:
 - on their website
 - in news articles
 - by talking to people who work there

Send it to the right person

- Try to write to a real person.
 - Find out:
 - their name
 - their title (Mr, Mrs, Ms, Dr)
 - their job position

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If you cannot find a name, start with: Dear Sir or Madam

Introduction - In the first paragraph:

- Say who you are.
- Say which job you are applying for.
- Say where you found the job advert.

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Show you are right for the job

- your skills
- your experience
- your strengths

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Explain why you are good for this job.

- Show that you are motivated and interested.
- You can also explain important information that is not in your CV.

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Ending your letter

- Thank the employer.
- Say that you look forward to their answer.
- Make sure your contact details are correct.

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End with:

Yours sincerely **or** Yours faithfully

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Writing a cover letter



1. Starting your letter

- I am writing to apply for the job as ...
- I would like to apply for the position of ...
- I found your job advert on ...
- I am very interested in this job.

2. Introducing yourself

- My name is ...
- I am ... years old.
- I am currently a student at ...
- I am looking for a part-time / full-time job.

3. Talking about your skills

- I am good at ...
- I have experience in ...
- I can work well in a team.
- I can work independently.
- I am reliable and hardworking.
- I am friendly and helpful.
- I learn quickly.
- I am motivated and responsible.

4. Talking about experience

- I worked as ...
- I helped with ...
- My tasks were ...
- I learned how to ...
- This experience helped me to ...

5. Showing interest in the company

- I would like to work for your company because ...
- I am interested in your company because ...
- I like that your company ...
- I share your values.

6. Ending your letter

- Thank you for considering my application.
- I look forward to hearing from you.
- You can contact me by email or phone.
- Please find my CV attached.



Job interview



Task 1 - Write a dialogue between:

- Employer
- Applicant

15 sentences each!

Typical questions and phrases for employer:

- Good morning. Please take a seat.
- Thank you for coming today.
- Can you tell me about yourself?
- What are your strengths?
- Do you have any work experience?
- Why do you want to work here?
- Why should we choose you?
- When can you start?
- Do you have any questions?
- We will contact you soon.

Typical phrases for applicant:

- Thank you for inviting me.
- I am very interested in this job.
- I am reliable and hardworking.
- I have experience in ...
- I worked as ...
- I can work well in a team.
- I am available from ...
- Thank you for your time.

Structure of Your Dialogue:

1. Greeting
2. Questions and answers
3. Closing sentence

Task 2 - Present your dialogue to the class.

Tips for a good Job Interview:

Clothes

Wear clean and neat clothes.
Dress a little more formal.
Do not wear sportswear or very flashy clothes.

Be on time

Arrive 5–10 minutes early.
Plan enough time for your journey.

Behaviour

Be polite and friendly.
Smile and make eye contact.
Speak clearly and calmly.
Listen carefully and do not interrupt.

Phone

Turn your phone off.

Preparation

Learn something about the company.
Prepare answers for common questions.
Bring your documents (for example your CV).