



инглекс онлайн-школа  
английского языка



Dave Sowden  
Teacher

15 мая, 20:00 МСК

You're Hired!



# Plan

1. Finding jobs and getting in touch
2. Writing a CV/resume and covering letter
3. Language used in phone interviews and email correspondence
4. Interview preparation
5. The most common questions asked and how to answer them
6. Questions you can ask the interviewer(s)

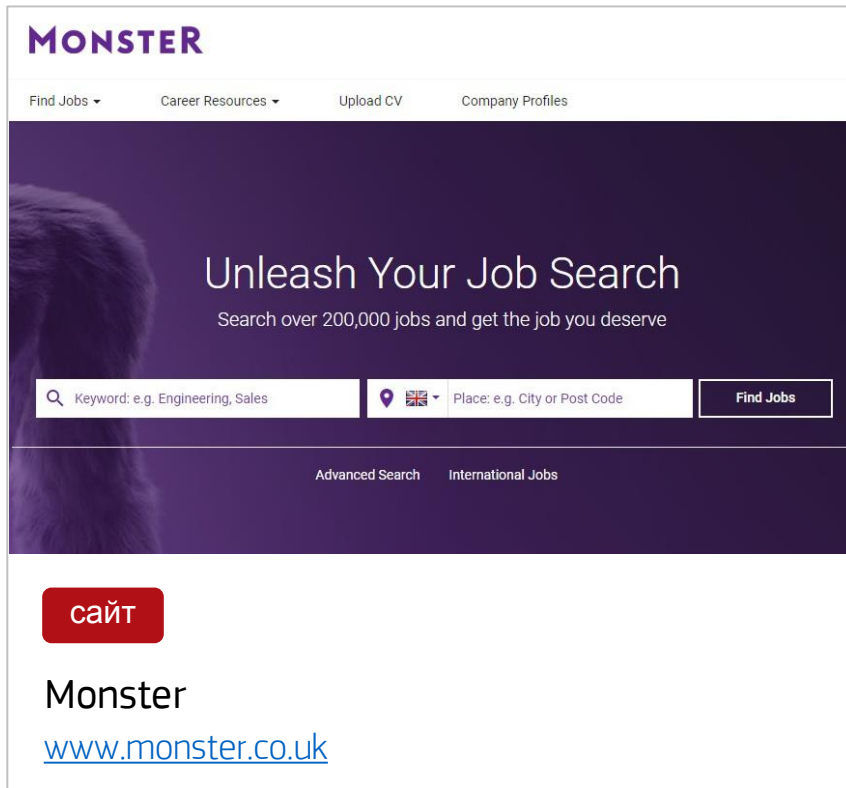


# 1 Finding jobs and getting in touch



## 1. Finding jobs and getting in touch

# Where to Look...

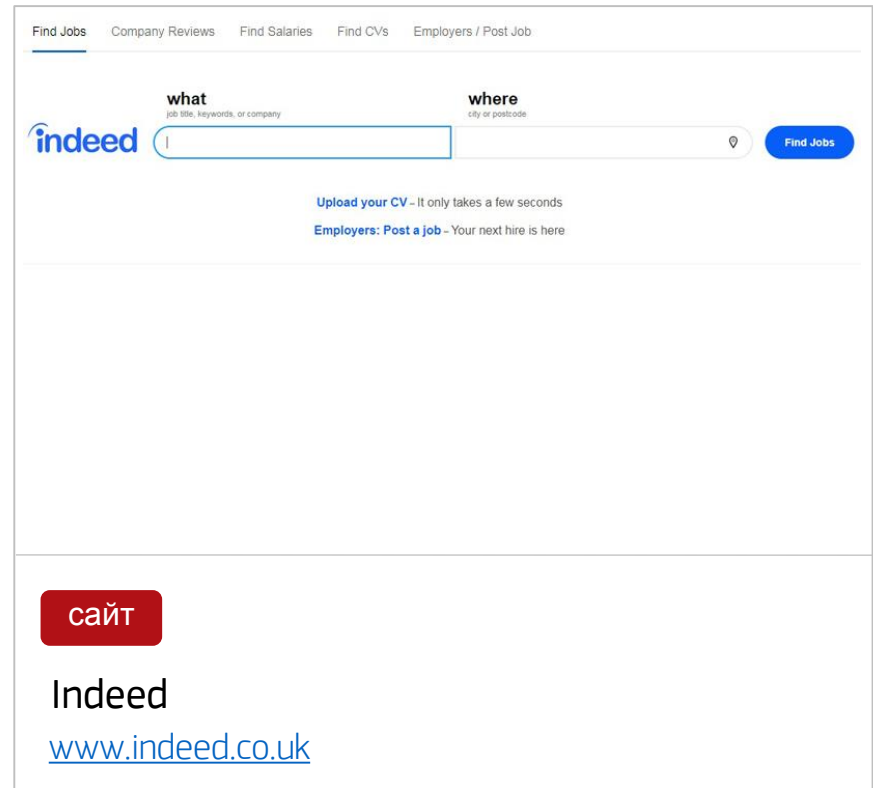


The screenshot shows the Monster website's homepage. At the top, the 'MONSTER' logo is in purple. Below it, navigation links include 'Find Jobs', 'Career Resources', 'Upload CV', and 'Company Profiles'. The main banner features the text 'Unleash Your Job Search' and 'Search over 200,000 jobs and get the job you deserve'. A search bar contains a placeholder 'Keyword: e.g. Engineering, Sales' and a location dropdown 'Place: e.g. City or Post Code'. Below the banner, there are links for 'Advanced Search' and 'International Jobs'. At the bottom, a red button labeled 'сайт' is followed by the text 'Monster' and the URL 'www.monster.co.uk'.

сайт

Monster

[www.monster.co.uk](http://www.monster.co.uk)



The screenshot shows the Indeed website's homepage. At the top, navigation links include 'Find Jobs', 'Company Reviews', 'Find Salaries', 'Find CVs', and 'Employers / Post Job'. The main search area has two input fields: 'what' (job title, keywords, or company) and 'where' (city or postcode). A blue 'Find Jobs' button is to the right. Below the search fields, there are links for 'Upload your CV' and 'Employers: Post a job'. At the bottom, a red button labeled 'сайт' is followed by the text 'Indeed' and the URL 'www.indeed.co.uk'.

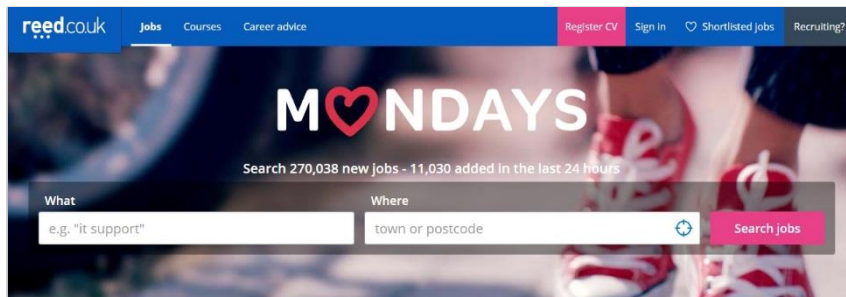
сайт

Indeed

[www.indeed.co.uk](http://www.indeed.co.uk)

## 1. Finding jobs and getting in touch

# Where to Look...



The screenshot shows the reed.co.uk website. The header includes navigation links: reed.co.uk, Jobs, Courses, Career advice, Register CV, Sign in, Shortlisted jobs, and Recruiting?. The main banner features the text 'Mondays' with a heart symbol, and 'Search 270,038 new jobs - 11,030 added in the last 24 hours'. Below this is a search bar with 'What' and 'Where' sections. The 'What' section has a text input with 'e.g. "it support"' and a 'Search jobs' button. The 'Where' section has a text input with 'town or postcode' and a location icon. Below the search bar, it says 'Find a job you love with the UK's #1 job site' and 'Your next role could be with one of these leading companies. Apply today.' Three company logos are displayed: asos, GCHQ, and Sainsbury's, each with a link to 'Jobs at [company]'. At the bottom, there is a red button with the text 'сайт' and the text 'Mondays' followed by the URL 'www.reed.co.uk'.

reed.co.uk Jobs Courses Career advice Register CV Sign in Shortlisted jobs Recruiting?

**Mondays**

Search 270,038 new jobs - 11,030 added in the last 24 hours

What: e.g. "it support" Where: town or postcode Search jobs

Find a job you love with the UK's #1 job site  
Your next role could be with one of these leading companies. Apply today.

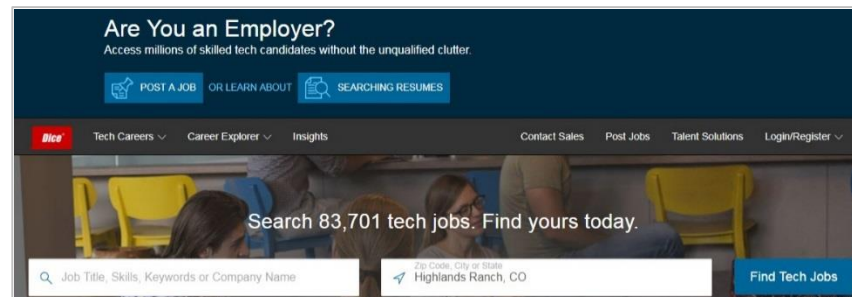
asos Jobs at ASOS

GCHQ Jobs at GCHQ - Government Communications

Sainsbury's Jobs at Sainsbury's

сайт

Mondays  
[www.reed.co.uk](http://www.reed.co.uk)



The screenshot shows the Dice website. The header includes navigation links: Are You an Employer?, POST A JOB, OR LEARN ABOUT, SEARCHING RESUMES, Dice, Tech Careers, Career Explorer, Insights, Contact Sales, Post Jobs, Talent Solutions, and Login/Register. The main banner features the text 'Are You an Employer?' and 'Access millions of skilled tech candidates without the unqualified clutter.' Below this is a search bar with 'Job Title, Skills, Keywords or Company Name' and a 'Find Tech Jobs' button. Below the search bar, it says 'Search 83,701 tech jobs. Find yours today.' Below this, there is a section titled 'Tech news and insights' with three articles: 'New Tool Details What a Freelance Developer Should Charge', 'Web Applications Developers, Engineers Top Entry-Level Jobs', and 'Median Salaries at Biggest Tech Companies: Officially Insane'. At the bottom, there is a red button with the text 'сайт' and the text 'Dice' followed by the URL 'www.dice.com'.

Are You an Employer?  
Access millions of skilled tech candidates without the unqualified clutter.

POST A JOB OR LEARN ABOUT SEARCHING RESUMES

Dice Tech Careers Career Explorer Insights Contact Sales Post Jobs Talent Solutions Login/Register

Search 83,701 tech jobs. Find yours today.

Job Title, Skills, Keywords or Company Name Zip Code, City or State Highlands Ranch, CO Find Tech Jobs

Tech news and insights

New Tool Details What a Freelance Developer Should Charge  
Nate Swanner, May 3, 2018

Web Applications Developers, Engineers Top Entry-Level Jobs  
Nick Kotakowski, May 3, 2018

Median Salaries at Biggest Tech Companies: Officially Insane  
Nick Kotakowski, May 2, 2018

Advance in Cybersecurity  
Apply today!  
CENTRAL MICHIGAN UNIVERSITY

сайт

Dice  
[www.dice.com](http://www.dice.com)

2

## Writing a CV/resume and covering letter



## Speculative Application

“I am writing to enquire if you have any vacancies in your company. I enclose my CV for your information.”

“In my research, your company stood out...”

“I believe I could be a real asset to your organization.”

“I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.”

## Cover Letters

### Cliches to avoid...

- “I am applying for the role of [Title] at [Company]”
- “References available upon request” — prepare them first
- “I’m a fast learner” — show them, don’t tell them
- “I’m passionate about...” — Try “I am deeply committed to... / I have a deep commitment to...”
- “I believe I am the best person for the job” — can you prove it?
- “This is exactly the kind of role I’m looking for”



# The Ideal CV/Resume

**MARTIN BOND**  
**FINANCE MANAGER**

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NP  
T: 00 44 121 658 0026  
W: [www.dayjob.com](http://www.dayjob.com)

---

**Summary**

A highly motivated and results driven finance manager who has over three years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Martin is presently looking for a suitable opportunity position with a forward thinking company where he can excel, deliver & achieve his potential.

---

Skills	Financial	Management	Personal
	Cash Flow control Management accounts Budget preparation Financial forecasting Economic awareness Interpreting financial data Auditing Strategic thinking	Predicting future trends Supervisory skills Financial regulations Decision making Managing budgets Effective delegation Conflict resolution Effective delegation	Attention to detail Communication skills Good IT knowledge Presentation skills Problem solving Analytical mind High levels of integrity Negotiating

---

**Career**

<b>FINANCE MANAGER</b> Accounting Company Working a busy and high volume environment driving consistency and best practice across all the businesses. Responsible for improving the companies cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time. <ul style="list-style-type: none"> <li>In charge of managing and supporting the ledger team.</li> <li>Providing accurate financial information to colleagues and senior managers</li> <li>Identifying areas for cost cutting and improvement.</li> <li>Ensuring that all financial controls for the division are met and adhered to at all times.</li> <li>Giving advice, guidance and support on all financial matter to the company directors.</li> </ul>	<b>May 2007 - Present</b>
<b>ASSISTANT FINANCE MANAGER:</b> Recruitment Company	<b>Feb 2006 – May 2007</b>

---

**Academic**

Nuneaton University Accounting and Finance, BA (Hons)	2003 – 2006
Nuneaton College A Levels: Math (A) English (C) Physics (B) Geography (D)	2001 – 2003

---

**References**

Available on request.

123 Marsh Street Toowoomba, NSW  
4567 (021) 123-45678  
jmiller@mail.com  
/jmiller

**Alexa Daniels**  
**MARKET ANALYST**

---

**PROFILE**

Experienced, resourceful and effective retail manager with proven proficiency in all aspects of boutique management. Cutting-edge merchandiser with expert ability in combining innovative display techniques with visual standards and sales strategies in order to achieve optimal retail success. Top-selling sales associate who regularly exceeds client expectations by building on-going quality relationships.

---

**EDUCATION**

**University of South Australia /2010**  
M.Ec | Market Analyst  
**University of New South Wales / 2008**  
B.Sc | Economics

---

**COMPUTER SKILLS**

- Microsoft Office Suite
- Adobe Photoshop Elements
- Quickbook
- Web 2.0 Marketing
- MySQL Database
- UPC Inventory Tracking System

---

**EXPERIENCE**

**Retail Manager | Sydney, NSW**  
*Bella's Boutique | 2010 - present*

- Implement business goals and manage all aspects of a boutique store that specializes in high-end women's wear with an emphasis on ultra-feminine and European lines.
- Utilize fashion expertise to select and order merchandise that will appeal to our clients.
- Handle all purchasing and receiving by building on-going relationships with international vendors.

**Sales Associate | Brisbane, QLD**  
*Melissa House | 2009 - 2010*

- Utilized visual display talent on a weekly basis as the Primary Merchandiser for the Designer Women's Wear department.
- Awarded Associate of the Year, 2000 and five-time Associate of the Month for sales volume that was consistently 25-35% above average.
- Coordinated bi-annual trunk shows to premier new collections which included marketing and detailed event planning.

3

Language used in phone interviews and email correspondence



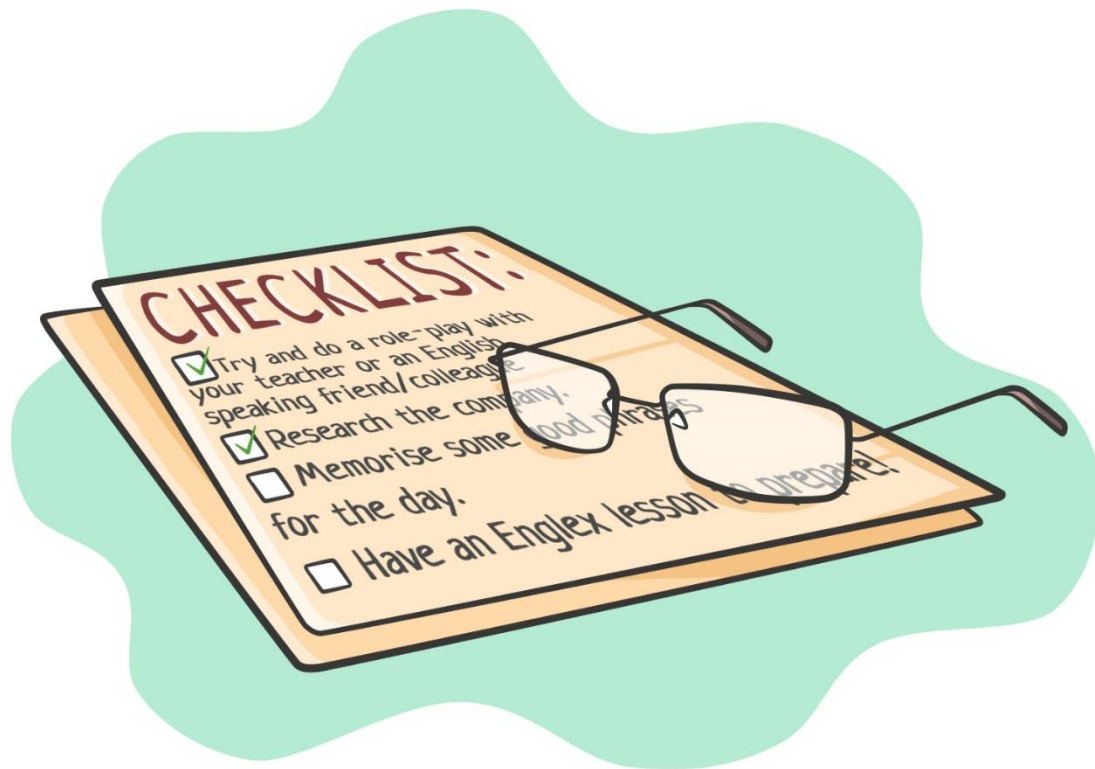
## First Impressions are Everything!

- Stand up and smile, even if you're on the phone!
- Check your emails for simple errors and typos, like not using articles correctly
- Small talk is common in English speaking countries, especially talking about the weather!
- Treat any correspondence as an interview



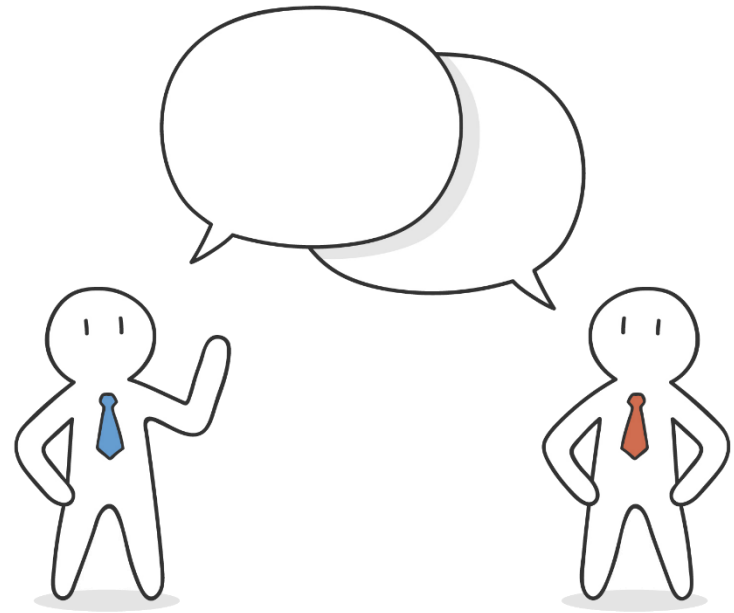
## 4

## Interview preparation



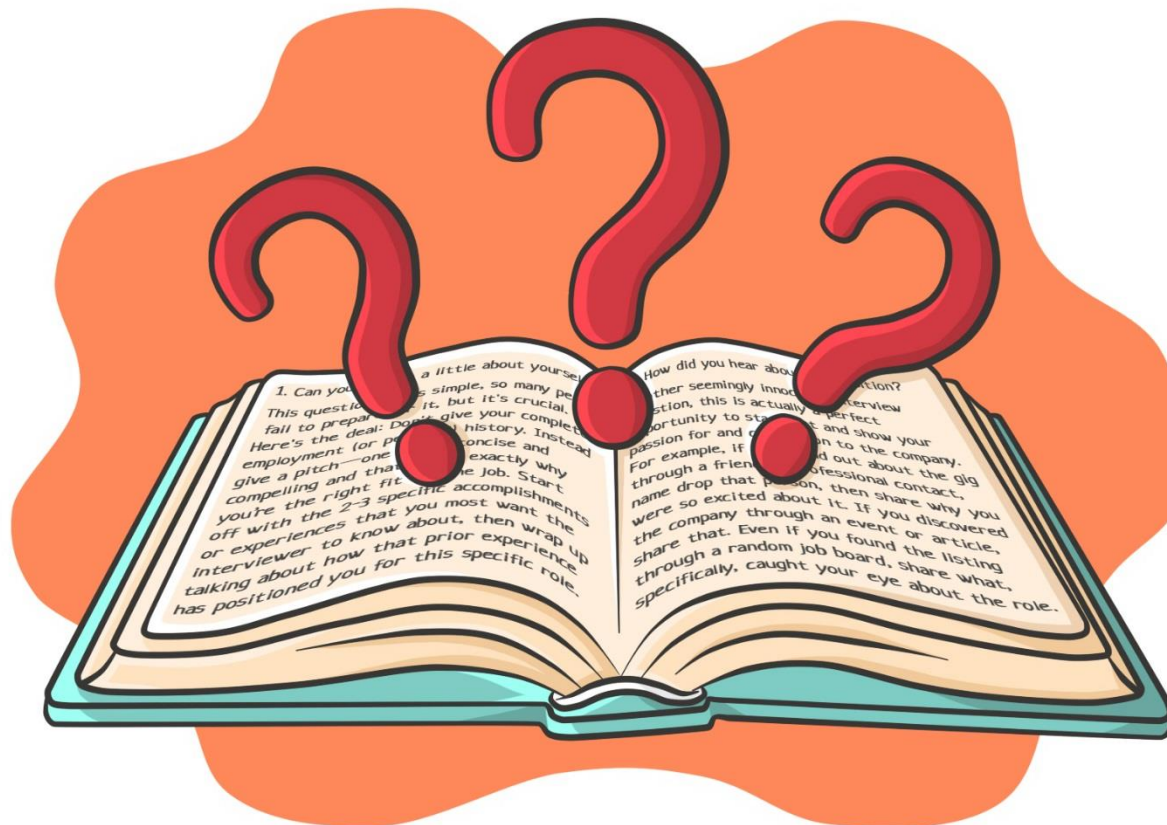
## Getting ready...

- Try and do a role-play with your teacher or an English speaking friend/colleague
- Research the company
- Memorise some good phrases for the day
- Have an Englex lesson to prepare!



5

## The most common questions asked and how to answer them



## The Interview

**Answer the question they asked, not the one you want to answer!**

- What can you tell me about yourself?
- Can you list your strengths? (What makes you different?)
- What weaknesses do you have? (Self critical? Trying to please everyone? Unfamiliar with software?)
- Why should I consider hiring you? (How would they benefit?)
- Where do you see yourself five years from now? (Be honest)
- Why do you want to work here?









## Dress to impress: what to wear for a job interview



## The star method

The **STAR method** is a structured manner of responding to a behavioural-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

**Situation:** Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

**Task:** What goal were you working toward?

## The star method

**Action:** Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don't describe what the team or group did when talking about a project, but what you actually did. Use the word "I," not "we" when describing actions.

**Result:** Describe the outcome of your actions and don't be shy about taking credit for your behaviour. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.



**INTERVIEWER : SO WHY  
DO YOU WANT THIS JOB?**



**WELL, I'VE ALWAYS BEEN REALLY  
PASSIONATE ABOUT NOT STARVING TO DEATH.**



6

## Questions you can ask the interviewer



## Now it's their turn!

- What challenges could I face?
- What's the working environment and culture like here?
- Can people develop quickly here?
- When can I expect to hear from you?

# Комфортный английский в «Инглекс»

Английский по Скайпу — это возможность заниматься по удобному графику из любой точки мира. А еще в «Инглекс» вас ждет:



Человеческий подход



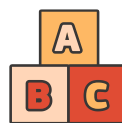
Сильные преподаватели



Разумные цены



Обучение через  
общение



Понятная грамматика



Персональная  
программа

Попробовать на бесплатном вводном уроке

[www.english.ru](http://www.english.ru)

# Join us



<http://englex.ru/webinars/>



VKontakte

<https://vk.com/englex>



Facebook

<https://www.facebook.com/englexschool>



Instagram

<https://www.instagram.com/englexschool/>



Twitter

<https://twitter.com/englexschool>



Telegram

[https://telegram.me/englex\\_school](https://telegram.me/englex_school)



YouTube

[www.youtube.com/c/EnglexTV](http://www.youtube.com/c/EnglexTV)



ИНГЛЕКС

You're Hired!



That's all!



Dave Sowden

Преподаватель онлайн-школы «Инглекс»

[ask@englex.ru](mailto:ask@englex.ru)

