

JOB HUNTING

1. Read and translate the text:

Getting a job is a problem which every person earlier or later faces. We spend great part of our life at our job, so choosing a right career is one of the most important decisions you will make in your life. To find a good job when you are young and do not have working experience is rather difficult and it is one of the most stressful situations.

The job search may take a while, but with the simple steps you will find that job that suits you. There are many ways to get your first job. The first place where you can ask for a job is the organization where you are undergoing practical training. Another thing you can always do is to make a list of organizations which need your kind of skills and just send them a copy of your CV. You can also go to a personnel or employment agencies. Many employment agencies deal with employers and handle temporary and permanent jobs that's why they have more information on possible vacancies and they list jobs.

One of the few places to find a job is the Internet also known as the world wide web. Go on the world wide web and type in wanted jobs in any major search engine, or the specific job that you are looking for, and you will come up with many results.

Then you should check the newspapers where the employers advertize for job vacancies. You may examine their advertisements and if you are interested in one, you are to replay to it applying for a job.

You can use newspapers and Internet in order to put your advertising called mini resume. Usually this mini resume is published online on employer's websites or it is advertized in the newspapers. It includes a reference to the complete resume. Composing your mini resume try to write only necessary information, tell about your education, experience, additional knowledge and skills in a few words.

One of crucial steps to getting a job is actually to talk to any trustworthy person you are friends or acquaintances with. You may ask your friends and relatives for help as up to fifty per cent of job vacancies never get advertised in the newspapers. As weird as this may sound employers generally hire people they know, first and people sent to them from people they know, second. This is of course assuming both applicants have the same amount experience. In fact it has been suggested as many as five of every ten positions are filled through personal contacts. The better the job and the better the pay, the greater the chance it will be offered through a personal contact.

Also, keep in mind that if you know of a friend who works in a field that you are interested in, talk to him. He can usually help you out in your search, and possibly get you a job, or a career that you will love and enjoy. However personal contacts do not guarantee a job.

Remember to try to choose a job that you will enjoy. When you find an interesting vacancy, you are to prepare your resume and to send your CV and covering letter to the employer.

2. Read the following advertisements:

a) Job opportunity:

Executive Secretary to the Managing Director

Prestigious western financial institution seeks an executive secretary to the managing director to provide full administrative support to the director, to maintain contacts with major clients according to high professional standards, to fulfil secretarial duties and handle PR matters in the office.

Main requirements: fluent English, age 24 – 30, good typing skills, PC literate, solid secretarial experience with top executives for at least 2 years.

Please fax (095 222 22 22) your resume to Mrs. Jane Brown, Personnel Manager.

b) msl_recruit@ml.docomolabs-usa.com

Mobile Software Research Engineer (Runtime System)-REF CODE: COMSRS01

Candidates will have in-depth knowledge of aspects of state of the art software issues and appreciation of issues specific to mobile and wireless environments. Experience in designing and implementing language runtimes for mobile or resource constrained devices is required. Candidates should have demonstrated leadership in programming languages through publications and/or disseminations of their ideas through products.

Position requires a self-starting individual with strong interpersonal, analytical, and logical skills. Experience in the identification and initiation of new research topics arising from new wireless technology trends and problems is desirable.

c) nwl_recruit@ml.docomolabs-usa.com

Wireless Network Security Research Engineer-REF CODE: CONWMN01

Candidates will address security problems in mobile wireless networks, protocols and systems including issues of DRM, AAA, and privacy. Tasks include defining security requirements, developing security protocols, analyzing standardization proposals, and making and leading standards contributions. Individual will extend and apply crypto algorithms and techniques, PKI, and symmetric crypto to solve problems in specific scenarios. Implementation of prototype algorithms or protocols as necessary will be required.

Broad familiarity with wireless IP networking is required, such as basics of 2G/3G cellular architectures, mobility management, and mobile multimedia. Individual should demonstrate in-depth research knowledge in selected topics in the network security area. Close collaboration with crypto researchers is required.

d) C / C++ Programmer, Developer, Software Engineer - Greenfiel...

Bentley Whitaker - London

£55,000 - £85,000 a year

C / C++ Programmer / Senior Software Engineer - High availability, high volume.

C / C++ Programmer / Senior Software Engineer, Developer, Architect - High...

CWJobs.co.uk - 1 day ago - save job - email - more...

e) Contract Software Engineer / Developer (C#)

Contract Software Engineer / Developer (C#), 6 months initially (Extension Likely), Dorset, Competitive rate based on experience A global organisation is seeking a Contract Software Engineer / Developer (C#) to join their team initially on a six month contract basis. Working within a high technology environment the successful candidate will be joining the team at an exciting phase of the...

Salary: £40.00 - £50.00 p hour Location:Weymouth Date Posted:22-Jan-2016 Job Type: Contract

f)

COMPUTER SYSTEM ENGINEER.

Analyze company requirement and develop new systems. Analyze business data to process to electronic processing design systems to integrate company department to financial accounting, inventory sales etc. Location: New Haven, CT. Respond to: Mr. Juan Diaz, Ferry Street Food Corp., 325 Ferry Street, New Haven, CT 06513.

g) Mini Resume

John Smith

848 Abbott Road

Stillfield, CT 08888

999-999-999

jsmith@abcd.com

Computer Programmer

Five years experience in successful design, development, and support of applications.

C++, Java, C, ASP.NET, SQL, MS Visual Studio, Eclipse, JBoss, Tomcat.

Certifications: CCNA, Unicenter Certified Engineer.

3. You've decided you need a new job. Where do you start to look? What kinds of resources are available? Who are the best people to talk to? The following text gives some suggestions which you might find helpful. But the sentences are not complete. Test your knowledge of the language of jobs by choosing the correct noun to fill the gaps.

Most jobs are advertised as current ... (*position, application, vacancies*). They appear in the local and national ... (*press, bodies, resource*), trade ... (*contacts, journals, resource*) and specialist career publications. In addition, many professional ... (*bodies, contacts, agency*) offer an appointments service which can help job seekers find a suitable ... (*position, application, vacancies*) in a particular ... (*industry, ladder, schemes*). Recruitment ... (*bodies, contacts, agencies*) hold details of a wide range of vacancies, and possibly local training ... (*industry, ladder, schemes*) . The Internet is a valuable ... (*press, journals, resource*) - not only for vacancies but to find background information on companies.

Approximately one third of jobs are never advertised, but may be found by approaching a company directly. This is called a speculative ... (*position, application,*

vacancies) , and is common among students starting at the bottom of the career ... (*industry, ladder, schemes*).

Finally, don't forget to use your personal ... (*bodies, contacts, agencies*)!

Vocabulary:

resources - things and people which can provide useful information

vacancies - jobs that no-one is doing that someone is needed to do

position - job, post

bodies - organisations

recruitment agencies - companies which have details of jobs and details of the people who might want them

4. When a firm wants to fill a vacancy, it will go through certain procedures to find a suitable employee. This is called a 'selection process'. This text describes a typical selection process, but in the wrong order! Drag the sentences into their correct places so that the paragraph makes sense.

The Selection Process

Firstly, a vacancy is advertised
 and suitable candidates are invited for interview.
 These are sorted
 and applications are received.
 and applicants are interviewed.
 After that, a final short list is drawn up.
 Next, appointments are arranged
 A job offer is made to the successful candidate,
 and one of them is selected.
 and finally, an employment contract is signed.
 The candidates on the list are interviewed again,

5. For all of the verbs below, select the correct noun partner. Prove your choice according to the model

*Model: advertise... a vacancy
 a candidate
 applicants*

*Answer: advertise a vacancy: companies advertise vacancies
 a candidate: wrong - a 'candidate' is the person applying for a job
 applicants: wrong - 'applicants' are the people who want the job*

arrange... applicants an appointment a vacancy	interview... a candidate a contract a short list	sign... a short list a contract a vacancy	draw up... applicants a vacancy a short list	select... an appointment a short list applicants
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7. Мой брат обратился в агентство по трудоустройству. Это агентство взаимодействует с работодателями в сфере информационных технологий, оно размещает и обновляет списки рабочих.

8. Размести свое резюме на сайте этой компании. Укажи свои навыки, квалификацию, опыт работы, цели. Не забывай, что это надо сделать в нескольких словах, т.к. это – мини резюме, и оно является ссылкой на полную автобиографию.