

## RESUME (CV) AND INTERVIEW

### I. Read the text:

#### RESUME (CV)

When you graduate from university you have to look for a job. The first step in a successful job search is to decide on the kind of job you want and the kind you are qualified for. The next question to answer is "Where can I find this job?". There are numerous possibilities, e.g. (exempli gratia) job ads (разг., сокр. or advertisement) in the papers; recruitment agencies; company websites.

#### The application

Your job application is the first point of contact with a possible employer. Remember: the recipient of your application does not know anything about you except what you tell them. So you should try to make it as presentable and interesting as possible. You have to convince the employer that you have the skills, experience and enthusiasm to do the job. Apply for a job only if you think you can do it and that you want to do it.

Read the job details thoroughly and plan your next steps. You'll probably need to complete an application form, or write a formal letter of application with your curriculum vitae, or CV.

#### Writing your CV

The best way to get a job is to see yourself as a product that you are marketing, so think very carefully about how you present yourself in your CV and covering letter.

#### CV should include:

- PERSONAL INFORMATION: your full name, address, and contact details;
- JOB OBJECTIVE
- EXPERIENCE: your career history starting with the most recent;
- EDUCATION: your education and what qualifications were gained;
- SKILLS: a personal profile emphasizing your strengths, versatility and values. Give to the future employer a list of your skills, achievements, key responsibilities and any professional qualifications you have. Then you should list your special SKILLS. These include your language skills, computer abilities, and any other talent that relates to your statement of intent. When describing your language abilities, it is best to be honest about assessing your level, "Fluent English", "native Russian", "intermediate German", and "beginning French" are all ways to describe your language abilities.
- EXTRACURRICULAR ACTIVITIES: relevant hobbies, interests or other skills
- REFERENCE: details of referees (if requested). List at least two people, not related to you, who can describe your qualification for the job. Their names, titles, places of work, and telephone numbers should be included

There are some general, basic rules to follow when making a good CV.

#### Do's

DO keep it simple - avoid putting the reader off with long words and sentences.

DO make it clear - all the information should be easy to understand.

DO keep it short - two pages maximum.

#### Don'ts

DON'T use jargon or pretentious language, or you may confuse and lose the reader.

DON'T invent information or lie about yourself, you may have to prove your knowledge in an interview.

#### Example:

FirstName LastName  
Street  
City, State, Zip  
(555) 555-5555  
name@email.com

#### OBJECTIVE

Computer Engineer / Programmer

#### EXPERIENCE

Computer Company, Software Engineer

August '03 – present

Software Engineer on Company Soft Manager. Duties include developing current release using C++ and Java, assisting in design of next release (J2EE), traveling to standard meetings at SNIA to represent Company Soft Manager and semi-annual consumer conference to showcase product, and working closely with new developers in India Tech Center.

Computer Company Training Program

June '03 – August '03

Member of the Computer Company Bootcamp program, an intensive 3 month training program for choice software engineers. The three month program covered advanced topics in software engineering, SQL, C++, J2EE, XML, Windows 2000 Server, Unix, UML, and various Company products.

Consultant

January '03 – June '03

Consultant for high school in the outer Boston area. Tutored the programming instructors for the programming class in the Java programming language. Helped to set up development environment for the classroom.

Company Inc, Software Engineer

January '01 – September '01

Developer on the Company engine team. Worked on new functionality in the 7.0 release of the Company Dynamic Engine. Developed in C++ in Unix and Windows Visual Studio. Also worked on a solo project to add multithreaded capabilities to Company's engines.

TECHNICAL

Languages: C++, Java, C, ASP.NET, SQL

Applications: MS Visual Studio, Eclipse

Application Server: JBoss, Tomcat

Operating Systems: Windows, Unix, Linux

Database Systems: SQL Server, MySQL

Certifications: CCNA, Unicenter Certified Engineer

EDUCATION

ABC College, Troy, NY, May 2002

Major: Computer Science, Minor: Management

ACTIVITIES

Brother of Delta Chapter Fraternity

— President (January 2001 – May 2002)

— Scholarship winner at Delta Leadership Conference

Member of College Varsity football team (Sept. 1998 – Dec. 2000)

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zip – почтовый индекс

Computer Engineer – инженер / специалист по вычислительной технике

Software Engineer – инженер-программист, разработчик программного обеспечения

software engineering – проектирование программного обеспечения

to develop – развивать, разрабатывать

current release – текущая версия

design – план, проект / планировать, проектировать

to showcase product – презентовать, представлять продукт

bootcamp – учебный лагерь, начальная учебная программа

advanced – передовой, продвинутый

programming language – язык программирования

to set up – установить, настроить

development environment – среда разработок, среда проектирования

engine – движок, ядро

multithreaded – многопоточный

chapter – здесь: землячество, студенческое сообщество

fraternity – братство, студенческая организация

varsity – студенческая спортивная команда

### **The covering letter**

It's polite to send a letter accompanying whatever sort of application you make. But if you've completed a detailed application form that included a lengthy personal statement, your covering letter can be only a short note.

The covering letter should draw together all the facts and comments in your CV and make an overall case for being a suitable candidate for the job. Explain which job vacancy you are applying for and where you saw the advertisement. Then give brief details of your age and education, before detailing your relevant experience and why you think you are suitable for this job.

Don't forget to put details of your referees and when you would be available for an interview as well as when you would be able to start work.

### **Phrases that you can use writing the covering letter:**

**First paragraph:** *you have to mention the post you pretend. Make reference to the information source (mass media, person aware of this vacancy). Write about desire to work just at this company. If you have graduated or if you are a senior student, point out it. This paragraph contains no more than 1-2 sentences.*

I am writing to you in reply to your advertising in ...

I have just completed my final year at the University of ...

My name is ... and I am a final year student at the ...

My name is ... and I am writing in response to your advertisement.

I was most interested to read your advertisement for ...

With reference to your vacancy for a ...

Please accept this letter as application for the ... position currently advertised in the ...

I was thrilled when my friend, Jack Faber, told me there was an opening for ... at your company.

**Second paragraph:** *describe your skills, talents and achievements, but take only three of the best. Emphasize that your professional skills meet the job requirements. Explain that you are the best candidate.*

I'd like to give you a brief overview of my skills and experience.

I am hardworking, analytical and like taking initiative.

I believe that my skill-set matches perfectly with your requirements.

I think that my economic activities and a solid track record may be of interest to you.

I'm confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.

The offered post presents an unusual interest to me as it belongs to the field in which I specialize.

I have exceptional verbal and written communication skills.

I have driver's license and can drive rather well.

I know that my... (such and such qualities) would allow me to make a significant contribution to the(Company Name) team.

I believe I possess the right combination of...(such and such qualities) and...(such and such qualities).

**Concluding paragraph:** *make mention of your resume, give cause for read it. Ask to call you to the interview.*

Please take the time to review my resume.

I would enjoy an opportunity to talk with you to see where my skill set would be of the greatest benefit to your company.

As you can see from my resume, my experience and qualifications match this position's requirements.

The attached resume details my extensive experience and training.

At a personal meeting I would like to discuss with you how I will contribute to the continued growth of your company.

I can supply references from...if required.

If you agree that my qualifications perfectly match your requirements, please call me at (111) 111-1111 to arrange an interview.

**Thanks:** after concluding paragraph thank the HR (human resources) manager:

Thank you for your attention.

Thank you for your time.

I would be very grateful if you would consider my application

Thank you for your help.

Thank you for your early attention to this request.

Thank you for your time, and I look forward to speaking with you.

**Final courteous phrase:** after this phrase the comma is put:

Sincerely yours,

Yours faithfully,

Very truly yours,

Respectfully yours,

Sincerely,

**Signature:**

FirstName, LastName

**Note:** reference to the subjoined resume and/or letter of recommendation.

Enclosure: Resume

Enc: Resume

Enclosures: Resume, three reference letters and proof of licensure.

**Example:**

RE: Software Engineer

Dear Ms. Crossman,

I recently noticed the above position on your website and I am delighted to send you a copy of my CV for your consideration.

I served as a software engineer at ABC company since 2003. I have been repeatedly recognized for developing innovative solutions for multimillion-dollar software.

Positions which fall within the scope of my goals and abilities are:

Deep knowledge of the most common cross-platform (Windows, Unix, Linux and VxWorks);

A good knowledge of a 12 scripting / programming languages (including C, C++, VB, Java, Perl and SQL);

Advanced knowledge of developer applications, tools, methodologies and best practices (including OOD, client/server architecture and self-test automation).

Your ad called out to me because the position, as described, is such a perfect match with my skills, as you will see when you review my resume. I will contact you this week to confirm receipt of my resume and to arrange a time to interview.

Thank you for your time and attention,

Sincerely,

Vlad Sidorov

Enclosure

## INTERVIEW

Getting a job is a very hard period in the life of most people. Companies choose an employee from hundreds of candidates according to special rules, that's why there're special 'typical' factors influencing the employer's choice. Age, sex, experience, family background and marital status, personality and references are among such factors.

When you go for a job interview, make sure you arrive on time. An employer will form a poor first impression if you show up late. If you realize you may be delayed, call ahead and explain the problem.

During the interview the employer will try to find out what kind of person you are, what experience you have, and how you can fit into the job situation.

After you have got an appointment, review the information that you wrote on your application form and resume. Be prepared to explain your skills and abilities specifically. Bring a resume to the interview. The resume is a printed sheet that tells about your education and work experience. It serves as a written record for the employer.

Go to the interview alone; don't take your friends or children with you. Plan to arrive about ten minutes before the appointment time. Wear the proper clothes. You should have a neat, clean appearance to have a good impression.

During the interview be honest and modest about yourself. Pay attention as the interviewer talks; answer all the questions clearly and intelligently. Try not to seem bored, even if you realize that the job doesn't interest you.

Be prepared to ask your own questions about the job, know the type of work and benefits you want from the position. Write down these questions before you go to the interview.

Finally, express your thanks and be sure that the interviewer knows how to contact you if she or he wants to hire you.

Common job interview questions

By rehearsing interview questions, you'll become more familiar with your own qualifications and will be well prepared to demonstrate how you can benefit an employer.

### **Most common sample questions:**

- ***Tell me about yourself.***

Make a short, organized statement of your education and professional achievements and professional goals. Then, briefly describe your qualifications for the job and the contributions you could make to the organization.

- ***Why do you want to work here? or What about our company interests you?***

Few questions are more important than these, so it is important to answer them clearly and with enthusiasm. Show the interviewer your interest in the company. Share what you learned about the job, the company and the industry through your own research. Talk about how your professional skills will benefit the company. Unless you work in sales, your answer should never be simply: "money." The interviewer will wonder if you really care about the job.

- ***Why did you leave your last job?***

The interviewer may want to know if you had any problems on your last job. If you did not have any problems, simply give a reason, such as: relocated away from job; company went out of business; laid off; temporary job; no possibility of advancement; wanted a job better suited to your skills. If you did have problems, be honest. Show that you can accept responsibility and learn from your mistakes. You should explain any problems you had (or still have) with an employer, but don't describe that employer in negative terms. Demonstrate that it was a learning experience that will not affect your future work.

- ***What are your best skills?***

If you have sufficiently researched the organization, you should be able to imagine what skills the company values. List them, then give examples where you have demonstrated these skills.

- ***What is your major weakness?***

Be positive; turn a weakness into a strength. For example, you might say: "I often worry too much over my work. Sometimes I work late to make sure the job is done well."

- ***Do you prefer to work by yourself or with others?***

The ideal answer is one of flexibility. However, be honest. Give examples describing how you have worked in both situations.

- ***What are your career goals? or What are your future plans?***

The interviewer wants to know if your plans and the company's goals are compatible. Let him know that you are ambitious enough to plan ahead. Talk about your desire to learn more and improve your performance, and be specific as possible about how you will meet the goals you have set for yourself.

- ***What are your hobbies? or Do you play any sports?***

The interviewer may be looking for evidence of your job skills outside of your professional experience. For example, hobbies such as chess or bridge demonstrate analytical skills. Reading, music, and painting are creative hobbies. Individual sports show determination and stamina, while group sport activities may indicate you are comfortable working as part of a team.

Also, the interviewer might simply be curious as to whether you have a life outside of work. Employees who have creative or athletic outlets for their stress are often healthier, happier and more productive.

- ***What salary are you expecting?***

You probably don't want to answer this one directly. Instead, deflect the question back to the interviewer by saying something like: "I don't know. What are you planning on paying the best candidate?" Let the employer make the first offer.

However, it is still important to know what the current salary range is for the profession. Find salary surveys at the library or on the Internet, and check the classifieds to see what comparable jobs in your area are paying. This information can help you negotiate compensation once the employer makes an offer.

- ***What have I forgotten to ask?***

Use this as a chance to summarize your good characteristics and attributes and how they may be used to benefit the organization. Convince the interviewer that you understand the job requirements and that you can succeed.

### **Additional sample questions:**

- ***Questions about your Qualifications:***

- ✓ What can you do for us that someone else can't do?
- ✓ What qualifications do you have that relate to the position?
- ✓ What new skills or capabilities have you developed recently?
- ✓ Give me an example from a previous job where you've shown initiative.
- ✓ What have been your greatest accomplishments recently?
- ✓ What is important to you in a job?
- ✓ What motivates you in your work?
- ✓ What have you been doing since your last job?
- ✓ What qualities do you find important in a coworker?

- ***Questions about your Career Goals:***

- ✓ What would you like to be doing five years from now?
- ✓ How will you judge yourself successful? How will you achieve success?
- ✓ What type of position are you interested in?
- ✓ How will this job fit in your career plans?
- ✓ What do you expect from this job?
- ✓ Do you have a location preference?
- ✓ Can you travel?
- ✓ What hours can you work?
- ✓ When could you start?

- ***Questions about your Work Experience:***

- ✓ What have you learned from your past jobs?
- ✓ What were your biggest responsibilities?
- ✓ What specific skills acquired or used in previous jobs relate to this position?
- ✓ How does your previous experience relate to this position?
- ✓ What did you like most/least about your last job?
- ✓ Whom may we contact for references?

- **Questions about your Education:**

- ✓ How do you think your education has prepared you for this position?
- ✓ What were your favorite classes/activities at the University?
- ✓ Why did you choose your major?
- ✓ Do you plan to continue your education?

## **First Impressions**

The first impression you make on the interviewer can decide the rest of the interview. It is important that you introduce yourself, shake hands, and be friendly and polite. The first question is often a "breaking the ice" (establish a rapport) type of question. Don't be surprised if the interviewer asks you something like:

- How are you today?
- Did you have any trouble finding us?
- Isn't this great weather we're having?

This type of question is common because the interviewer wants to put you at ease (help you relax). The best way to respond is in a short, friendly manner without going into too much detail.

### **Some examples correct responses:**

- *Interviewer:* How are you today?  
*You:* I'm fine, thank you. And you?

OR

- *Interviewer:* Did you have any trouble finding us?  
*You:* No, the office isn't too difficult to find.

OR

- *Interviewer:* Isn't this great weather we're having?  
*You:* Yes, it's wonderful. I love this time of year.  
*Interviewer:* Did you have any trouble finding us?  
*You:* No, the office isn't too difficult to find.

### **Some examples of incorrect responses:**

- *Interviewer:* How are you today?  
*You:* So, so. I'm rather nervous actually.

OR

- *Interviewer:* Did you have any trouble finding us?  
*You:* As a matter of fact it was very difficult. I missed the exit and had to return via the highway. I was afraid I was going to be late for the interview.

OR

- *Interviewer:* Isn't this great weather we're having?  
*You:* Yes, it's wonderful. I can remember this time last year. Wasn't it awful! I thought it would never stop raining!  
*Interviewer:* Did you have any trouble finding us?  
*You:* No, the office isn't too difficult to find.

## **Getting Down to Business**

Once the pleasant beginnings have finished, it's time to begin the real interview. Here are a number of the most common questions that are asked during the interview. There are two examples of excellent replies given for each question.

Following the examples, you will find a comment describing the type of question and important things to remember when answering that type of question.

- *Interviewer:* Tell me about yourself.

*Candidate 1:* I was born and raised in Milan, Italy. I attended the University of Milan and received my master's degree in Economics. I have worked for 12 years as a financial consultant in Milan for various companies including Rossi Consultants, Quasar Insurance and Sardi and Sons. I enjoy playing tennis in my free time and learning languages.

*Candidate 2:* I've just graduated from the University of Singapore with a degree in Computers. During the summers, I worked as a systems administrator for a small company to help pay for my education.

**Comment:** This question is meant as an introduction. Do not focus too specifically on any one area. The above question will often be used to help the interviewer choose what h/she would like to ask next. While it is important to give an overall impression of who you are, make sure to concentrate on work related experience. Work related experience should always be the central focus of any interview (work experience is more important than education in most English speaking countries).

- *Interviewer:* What type of position are you looking for?

*Candidate 1:* I'm interested in an entry level (beginning) position.

*Candidate 2:* I'm looking for a position in which I can utilize my experience.

*Candidate 3:* I would like any position for which I qualify.

**Comment:** You should be willing to take an entry level position in an English speaking company as most of these companies expect non-nationals to begin with such a position. In the United States, most companies provide many opportunities for growth, so don't be afraid to start from the beginning!

- *Interviewer:* Are you interested in a full-time or part-time position?

*Candidate:* I am more interested in a full-time position. However, I would also consider a part-time position.

**Comment:** Make sure to leave open as many possibilities as possible. Say you are willing to take any job, once the job has been offered you can always refuse if the job does not appeal (not interest) to you.

- *Interviewer:* Can you tell me about your responsibilities at your last job?

*Candidate:* I advised customers on financial matters. After I consulted the customer, I completed a customer inquiry form and catalogued the information in our database. I then collaborated with colleagues to prepare the best possible package for the client. The clients were then presented with a summarized report on their financial activities that I formulated on a quarterly basis.

**Comment:** Notice the amount of detail necessary when you are talking about your experience. One of the most common mistakes made by foreigners when discussing their former employment is to speak too generally. The employer wants to know exactly what you did and how you did it; the more detail you can give the more the interviewer knows that you understand the type of work. Remember to vary your vocabulary when talking about your responsibilities. Also, do not begin every sentence with "I". Use the passive voice, or an introductory clause to help you add variety to your presentation

- *Interviewer:* What is your greatest strength?

*Candidate 1:* I work well under pressure. When there is a deadline (a time by which the work must be finished), I can focus on the task at hand (current project) and structure my work schedule well. I remember one week when I had to get 6 new customer reports out by Friday at 5. I finished all the reports ahead of time without having to work overtime.

*Candidate 2:* I am an excellent communicator. People trust me and come to me for advice. One afternoon, my colleague was involved with a troublesome (difficult) customer who felt he was not being served well. I made the customer a cup of coffee and invited both my colleague and the client to my desk where we solved the problem together.

*Candidate 3:* I am a trouble shooter. When there was a problem at my last job, the manager would always ask me to solve it. Last summer, the LAN server at work crashed. The manager



was desperate and called me in (requested my help) to get the LAN back online. After taking a look at the daily backup, I detected the problem and the LAN was up and running (working) within the hour.

**Comment:** This is not the time to be modest! Be confident and always give examples. Examples show that you are not only repeating words you have learned, but actually do possess that strength.

- *Interviewer:* What is your greatest weakness?

*Candidate:* I am overzealous (work too hard) and become nervous when my co-workers are not pulling their weight (doing their job). However, I am aware of this problem, and before I say anything to anyone, I ask myself why the colleague is having difficulties.

*Candidate:* I tend to spend too much time making sure the customer is satisfied. However, I began setting time-limits for myself if I noticed this happening.

**Comment:** This is a difficult question. You need to mention a weakness that is actually a strength. Make sure that you always mention how you try to improve the weakness.

- *Interviewer:* Why do you want to work for Smith and Sons?

*Candidate 1:* After following your firm's progress for the last 3 years, I am convinced that Smith and Sons are becoming one of the market leaders and I would like to be part of the team.

*Candidate 2:* I am impressed by the quality of your products. I am sure that I would be a convincing salesman because I truly believe that the Atomizer is the best product on the market today.

**Comment:** Prepare yourself for this question by becoming informed about the company. The more detail you can give, the better you show the interviewer that you understand the company.

- *Interviewer:* When can you begin?

*Candidate 1:* Immediately.

*Candidate 2:* As soon as you would like me to begin.

**Comment:** Show your willingness to work!

The above questions represent some of the most basic questions asked on any job interview in English. Probably the most important aspect of interviewing in English is giving detail. As a speaker of English as a second language, you might be shy about saying complicated things. However, this is absolutely necessary as the employer is looking for an employee who knows his or her job. If you provide detail, the interviewer will know that you feel comfortable in that job. Don't worry about making mistakes in English. It is much better to make simple grammar mistakes and provide detailed information about your experience than to say grammatically perfect sentences without any real content.

**II. Compiling a CV. The following sentences represent the different stages of compiling a CV, but in each sentence the words are in the wrong order. Rearrange the sentences putting the words in the correct order.**

1. about the involves Think what job.
2. sort of chosen about Think it be what person would to do.
3. your job Identify the that skills description match.
4. a Decide on layout.
5. previous your experience Review
6. describe Find language your suitable to experience.
7. the CV version first of Draft your.
8. for your CV Check mistakes.

**III. Select the correct words in the boxes so that this covering letter is in good English.**

Dear Mr Saleh, I am writing to ... (*apply, ask, request*) for the position of Editorial Assistant which was ... (*shown, advertised, presented*) in the latest edition of Gulf News. I am currently ...

(*worked, employed, used*) by a Market Research company as a research assistant, but am keen to ... (*want, pursue, take*) a career in publishing, because I enjoy reading and write my own poetry. As you will notice on the ... (*included, mentioned, attached*) CV, I graduated in European Literature. At University I gained considerable ... (*experiment, expression, experience*) working on the student magazine, so I am ... (*familiarised, familier, familiar*) with editing techniques. I work well under ... (*anxiety, demands, pressure*) and enjoy working in a team. In addition, I speak English ... (*excellently, fluently, strongly*). I would be ... (*available, around, accessible*) for interview from next week. Meanwhile, please do not ... (*hesitate, wait, stop*) to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely,

Margaret Roan

#### IV. Decide whether the following tips for writing covering letters are true or false.

1. The letter should be as friendly and informal as possible - True / False?
2. You should avoid slang & idiomatic language - True / False?
3. Your sentences should be long and complex - True / False?
4. It is fine to use contracted forms (e.g. I'm, it's) - True / False?
5. Emotive words (wonderful, great, terrible) should be avoided - True / False?

**V. Here are some common phrases you might use when applying for a job. However, the prepositions are missing - type out the correct ones choosing words from the table below. Complete the following phrases**

to	of	at	from	under	in	for
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1. I would like to apply ... the position ... ..
2. If you would like to discuss this ... more detail .....
3. I enjoy working ... pressure .... ..
4. I was ... charge ... ..
5. I was responsible ... ..
6. With reference ... ..
7. Positions which fall within the scope ... my goals and abilities are: .....
8. As you can see ... my resume, my experience .....
9. I served as a software engineer ... ..
10. Why do you want ... work ... ..?
11. I will contact you this week ... confirm receipt ... ..
12. I've just graduated ... the University of ... with a degree ... Computers. During the summers, I worked as .....

**VI. Interviews can be nerve-wracking and preparation is very important. You will be better equipped to answer questions and you will walk in to the interview feeling more confident. Here are some tips for preparing for an interview. Read the text below and select the best option from the drop-down menu of words.**

If you have ... (*gained, reached, arrived, achieved*) the interview stage, your CV and letter of application must have been ... (*affective, important, impressive, significant*)! The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have ... (*researched, discovered, inquired, examined*) the company as thoroughly as possible - use the Internet, company reports, recruitment literature etc. (*Remember, remind, imagine, summarise*)... yourself of why you applied to this company. Make a list of the skills, experience, and interests you can ... (*present, show, offer, demonstrate*) the organisation. Finally, try to ... (*ask, suggest, give, predict*) the questions you will be expected to answer - imagine you are the interviewer!

**VII. Here are some tips relating to your appearance and body language. For each one select the correct missing word from the options**

1. Make sure your clothes are clean, but \_\_\_\_\_ wear obvious logos or designer names.
  1. do
  2. don't
  3. must
2. Don't use \_\_\_\_\_ much deodorant or perfume!
  1. to
  2. too
  3. two
3. Don't wear too much jewellery. Interviewers don't \_\_\_\_\_ like nose rings!
  1. never
  2. sometimes
  3. usually
4. Wear \_\_\_\_\_ that are smart, but comfortable.
  1. cloths
  2. clothes
  3. covers
5. Arrive well \_\_\_\_\_ the interview time.
  1. before
  2. after
  3. later than
6. Make eye \_\_\_\_\_ with the interviewer when you are introduced.
  1. contactation
  2. contiction
  3. contact
7. Give a firm handshake, and make sure you \_\_\_\_\_!
  1. snarl
  2. smile
  3. snigger
8. Don't \_\_\_\_\_. This will distract the interviewer from what you're saying.
  1. fidget
  2. figgit
  3. fijit
9. Don't appear over-confident, for example by leaning too far back in your chair, but do try to \_\_\_\_\_.
  1. relax
  2. relapse
  3. collapse

**VII. Match the common interview question on the left with the suitable response from the list on the right.**

<ol style="list-style-type: none"> <li>1. Why did you choose this company?</li> <li>2. What are your strengths/weaknesses?</li> <li>3. How would your friends describe you?</li> <li>4. What is your greatest achievement?</li> <li>5. How well do you work in a team?</li> <li>6. Where will you be in 5 years?</li> </ol>	<ol style="list-style-type: none"> <li>A. People say I'm sociable, organised, and decisive.</li> <li>B. My aim is to have a position in the Management Team.</li> <li>C. I have excellent time management, but I can be impatient for results.</li> <li>D. Because I think I will find the work environment both challenging and rewarding.</li> <li>E. I always support my colleagues and believe we should work towards a common goal.</li> <li>F. Leading the University football team to the national Championships.</li> </ol>
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**IX. Match the words on the left to the words on the right to make 'power phrases' for interviews. (NOTE: words on the right can't be used twice)**

1. showing	A. colleagues
2. presenting	B. initiative
3. solving	C. ideas
4. controlling	D. objectives
5. achieving	E. deadlines
6. motivating	F. budgets
7. meeting	G. problems
8. creating	H. information

**X. There are lots of expressions using the word 'career' that you might come across. The following nouns all make word partners with career.**

<i>career plan</i> <i>career ladder</i>	<i>career break</i> <i>career move</i>	<i>career prospects</i>
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**Match them with their meanings.**

**The words in the column on the right are phrases that use the word career. For each definition on the left, match it to the correct phrase on the right:**

1. Chances of future success in your career	A. career move
2. The direction you hope your career will take	B. career break
3. A change you make in order to progress	C. career prospects
4. Time when you are not employed, perhaps when travelling or looking after children	D. career ladder
5. A series of promotions towards more senior positions	E. career plan

**XI. Translate into the English:**

1. Когда я найду подходящую мне работу, я отправлю работодателю письмо-предложение моей кандидатуры на должность. К письму я приложу свое резюме.

2. Я уверен, что смогу выполнять эту работу, поэтому и предложил свою кандидатуру.

3. Я высылаю Вам свою автобиографию и сообщаю, что буду готов пройти интервью в любое удобное для Вас время.

4. Подавая заявление о приеме на работу, позаботьтесь о том, чтобы оно было написано по форме и без орфографических ошибок.

5. Что, на Ваш взгляд, является Вашими сильными и слабыми чертами? Но будьте, пожалуйста, откровенны с нами.

6. Ваше заявление еще рассматривается. Мы сообщим Вам о нашем решении на следующей неделе.

7. Он присутствовал на официальной встрече, где группа менеджеров заинтересовалась его опытом, навыками и качествами лидера.

8. В автобиографии ты должен указать личные данные, на какую должность претендуешь, опыт работы, образование, навыки (квалификацию), ссылки.

9. Я пишу Вам в ответ на Ваше объявление о вакансии в «Таймс».

10. Я хотел бы дать краткое представление о моих навыках и опыте работы.

11. Моя сестра заинтересовалась, прочитав Ваше объявление о свободной должности программиста.

12. Я верю, что мои знания и опыт работы в сфере IT могли бы позволить мне внести значительный вклад в работу команды Вашей компании.

13. При личной встрече я хотел бы обсудить мое последующее продвижение (мой служебный рост) в Вашей компании.

14. Если Вы согласны с тем, что моя квалификация соответствует Вашим требованиям, позвоните мне по телефону 22.... , чтобы договориться о собеседовании.