

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ОДЕСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ ІМЕНІ І. І. МЕЧНИКОВА  
ФАКУЛЬТЕТ РОМАНО-ГЕРМАНСЬКОЇ ФІЛОЛОГІЇ  
КАФЕДРА ІНОЗЕМНИХ МОВ ГУМАНІТАРНИХ ФАКУЛЬТЕТІВ

**“HUNTING FOR A JOB”**  
МЕТОДИЧНІ РЕКОМЕНДАЦІЇ

*для здобувачів вищої освіти першого (бакалаврського) рівня  
I-III років навчання  
спеціальності 081 Право, 073 Менеджмент,  
071 Облік і оподаткування*

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**Hunting** for a job: метод. рек. для здобувачів вищ. освіти першого Н92 (бакалавр.) рівня I-III років навчання спец. 081 Право, 073 Менеджмент, 071 Облік і оподаткування / уклад. І. В. Рудік ; Одес. нац. ун-т ім. І. І. Мечникова. – Одеса : Жмай О. В., 2020. – 45 с.

Методичні вказівки призначені для здобувачів першого (бакалаврського) рівня вищої освіти економіко-правового факультету спеціальності 081 Право, 073 Менеджмент, 071 Облік і оподаткування. Мета методичних вказівок полягає в збагаченні лексичного запасу студентів на базі нових мовних одиниць, у розвитку навичок написання резюме та супровідного листа, а також у підготовці до інтерв'ю. Актуальність даного виду діяльності обумовлена не лише розвитком комунікативних навичок у студентів, а нагальною потребою використання нових навичок у повсякденному житті. Матеріал розрахований як для аудиторної, так і для самостійної роботи здобувачів.

**УДК 001.818(072)**

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## ВСТУП

Сучасні вимоги передбачають спроможність студентів спілкуватися та досягати власних комунікативних інтенцій як у академічному, так і у бізнес середовищі. Метою методичних вказівок “Hunting for a job” є формування у студентів загальних та професійно-орієнтованих мовленнєвих компетенцій для забезпечення ефективного спілкування під час обміну студентів або під час працевлаштування, а також у подальшій трудовій діяльності.

Передбачається, що студенти будуть здатні вибирати і сортувати релевантну інформацію стосовно навчання і працевлаштування, виявляти практичне розуміння мети, структури, загального і конкретного змісту і вимог щодо оформлення академічної і пов'язаної з працевлаштуванням документації та демонструвати розуміння існуючих правил і стандартних процедур під час проходження пов'язаного з працевлаштуванням інтерв'ю.

Пропоновані методичні вказівки містять п'ять розділів, які надають змогу студентові опрацювати всі етапи підготовки ділового листування та комунікації під час працевлаштування.

Методичні вказівки відповідають змісту робочої програми навчальної дисципліни іноземна (англійська) мова за професійним спрямуванням для здобувачів першого (бакалаврського) рівня спеціальностей спеціальностей 081-право, 073-менеджмент, 071-облік і оподаткування.

## RESEARCH AND PREPARATION

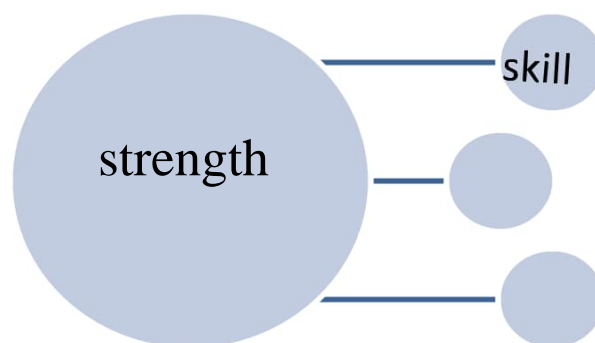
Before applying for a perfect job, or writing a CV, one needs to do some research in order to understand oneself and one's professional abilities and needs. One needs to assess one's strengths and weaknesses. This process of self-assessment will help identify the skills, qualification, experience, knowledge and personal characteristics that might interest your future employer. Thus, it is important to know what your skills are.

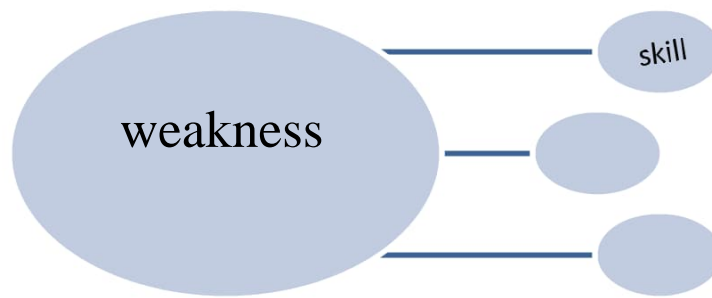
Skills fall into two types: hard skills and soft skills.

Hard skills are things you can do. For example: typing, speaking fluent Spanish, computer programming, driving.

Soft skills are about the way you are. For example: problem solving skills, creative thinking, leadership.

- I. Think about your skills. What hard and soft skills do you have? Try to think 3-5 of each.**
- II. Complete the diagram.**





**III. Match personal characteristics 1-6 to the definitions a-f.**

1. creative	a. arranged in a systematic way
2. decisive	b. person with trustworthy quality
3. flexible	c. good at persuading someone to do or believe through reasoning
4. organized	d. having good imagination or original ideas
5. persuasive	e. ready and able to change so as adapt to different circumstances
6. reliable	f. having or showing the ability to make decisions quickly and effectively

**IV. Use these words in your answer to the questions:**

1. Do you always do what you say you`ll do?
2. Are you good at getting people to agree with you?
3. Are you good at making your mind quickly?
4. Are you able to plan ahead?
5. Are you able to cope with last minute changes?
6. Are you good at coming up with imagination solutions?

**V. Think of three jobs and list two skills that are essential to each job.**

Job I	Job II	Job III
skill	skill	skill
skill	skill	skill

**TIP**

Transferable skills are any skills you possess that are useful to employers across various jobs and industries. These might include skills like adaptability, organization, teamwork or other qualities employers seek in strong candidates. Transferable skills can be used to position your past experience when applying for a new job—especially if it’s in a different industry.

**VI. Start looking for a job. Choose one of the methods job:**

Agencies / headhunters

Newspaper /magazines

Networking

The Internet

Cold calling/ mailing

**Explain your choice. What are the advantages and disadvantages of each of them?**

## WRITING A CV

Now that you've researched yourself and identified your dream job, researched the market and found a vacancy. What is your next step? Writing an impressive CV!

### Tips

CV is a brief account of a person's education, qualifications and previous experience, typically sent with a job application.

A job or an employment application, or an application form is an official form that employers ask all applicants for a position to fill out.

Resume is a curriculum vitae (more often used in American English).

How to write a CV that will guarantee you a successful job interview?

First of all, answer the following questions:

1. What does a CV stand for?
2. What is the main purpose of a CV?
3. What is the best way to structure the content of a CV?

### Preparation task

Photography	accountant	
		certificate in presentation
skills		
Tennis	blogger	
Class B driving license		knowledge of analytics
software		
Diploma in innovation design		
Work experience	Education	Skills and interests

Let's start from Fact Sheet.



## Tip

Fact Sheet is an all-inclusive record of facts about you, your accomplishments and background. It is a sort of database about yourself for your own use. It will help construct your resume or customize it for each position and company you are applying for. You may update your Fact Sheet regularly to keep track of your expanding professional experience. Your personal Fact Sheet is not your official document, so there is no specific form for it.

### I. Compile a Personal Fact Sheet

#### Personal Fact Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

#### Education

School attended	Date	Graduated	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### Work Experience

Employer Address	Date from / to
_____	_____
_____	_____
_____	_____

Special interests or skills

\_\_\_\_\_

\_\_\_\_\_

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Honors

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References

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Next step is writing a personal statement.

**Tip**

Personal statement is a brief statement of a person, your skills and your achievements. It always comes near the top of the CV, before the main body, and presents the facts in the most positive way. Well written personal statements will immediately capture the attention of the employer.

**II. Answer the questions, use the following words and phrases.**

Well-organised	highly motivated communication adviser
self-motivated	resourceful and able to motivate other
with excellent communication and interpersonal skills	creative
able to multitask	range of transferable skills

1. What sort of person are you?
2. What is the most relevant skill for a job?

## Work experience

Here you highlight your professional achievements which are directly relevant to the position you are applying for. Information about professional training, voluntary work or even particular activity which you focused on for an extended period can be included as well as periods of full and part-time employment.

### III. Think about these questions

1. What were your duties in your previous job?
2. What did you do?
3. How did you do it?

### Tip

When you give information about your past work experience and achievements in a CV, use verbs in past simple without a personal pronoun. List of verbs

### Use action verbs instead of general.

<b>DO or make</b>	<b>Talk or write</b>	<b>Read and research</b>	<b>Lead or organise</b>	<b>Help</b>
Develop	Correspond	Analyse (data)	Administrate	Adapt
Prepare	(with	Collect	(something or	Advise
Create	somebody)	Evaluate	program)	Assist
founded	Draft	Identify	Arrange	(someone in
operate	Edit	Calculate	Coordinate	something)
Achieve	Generate	Compute	Manage	Communicate
Change	Negotiated		Organize	(with
Decrease	(something			someone)
Improve	with someone)			facilitate
Increase	promote			
reduce				

**IV. Complete the sentences.**

1. \_\_\_\_\_ marketing strategy with department managers  
a) negotiated b) talked about
2. \_\_\_\_\_ advertising events and public relations  
a) developed b) make
3. \_\_\_\_\_ sales by 32% in one year  
a) increased b) upper
4. \_\_\_\_\_ with target customers  
a) correspond b) talked
5. \_\_\_\_\_ workshop for staff members  
a) did b) draft
6. \_\_\_\_\_ a marketing strategy and advertising plan  
a) developed b) made.

**V. Choose two examples of action verbs in each category:**

1. Lead or organize

a) compute b) increase c) administrate

2. Read and research

a) assist b) generate c) evaluate d) analyse 3.

Talk or write

a) edit b) change c) correspond d) identify

4. Do or make

a) collect b) develop c) communicate d) increase

## 5. Help

a) assist b) draft c) advise d) founded

## **VI. Read the interview with Pattie Hunt Sinacole, CEO and Founder of First Beacon Group LLC**

March 18, 2013

Q: It's been more than 2 years since I was last employed. Should I change the chronological format of my resume to one that highlights my work experience (35+ years) rather than show the gap in employment? I have already deleted the second page of my resume because it was no longer pertinent to a background in mechanical drafting.

A: Great question. Let me share the advantages and disadvantages of both the chronological resume and the functional resume.

### **Tip**

The chronological resume typically has an objective or summary at the top. Then, the candidate's work history is detailed starting with the present role and working backwards. The education section is at the bottom sometimes along with special skills, certifications or relevant training.

Advantages:

Most employers and hiring professionals are familiar reviewing this type of format. It is easy to follow for the reader, perhaps because the chronological resume is more commonly used.

This type of format highlights the candidates' most recent experience, which is often the most relevant. It is also easy to follow a career progression with this type of resume.

Disadvantages:

This format can accentuate gaps in a candidate's work history.

It may not be the best format for career changers or those re-entering the workforce.

The functional resume groups together common skills. As an example, there may be skills headings like management/supervisory skills, technical skills, sales skills or scientific skills. A candidate's work history is provided toward the bottom of the resume. Education, certifications, and special skills are often detailed at the very end of this type of resume.

Advantages: The format can help a candidate highlight capabilities and skills which are transferable, which is good for candidates changing careers.

A functional resume can de-emphasize short stints within a career. This format can also minimize the focus on periods of unemployment.

Disadvantages:

This type of resume is a bit more difficult to review, from the reader's perspective.

Many hiring professionals are taught to look for gaps in a candidate's work history.

This format tends to make this process more challenging.

The focus is more on transferable skills but sometimes the employer's names are hard to find if this format is used.

Finally, you may want to use a functional resume and compare it to the chronological version you have been using. One final tip for your resume: if you have 35 plus years of experience, consider dropping the months off of your chronological format. Instead of May, 1991 – November, 2011, consider 1991 – 2011. This tip may also help take the focus off of your recent period of unemployment.

## **VII. Answer the questions:**

1. What is a functional resume?
2. What is a chronological resume?

3. What are advantages and disadvantages of a functional resume?
4. What are advantages and disadvantages of chronological resume?
5. What type is more suitable for you?

### **Tips**

1. Start with a short profile to show who you are and what you offer.
2. List your employment history, starting with the present.
3. Explain any gaps, for example time spent travelling or having children.
4. Use bullet points for your main responsibilities and experience in each role. Choose the aspects of your previous jobs that are most relevant to the new job you are applying for.
5. Then give your educational background. List the relevant qualifications that you have, starting with the most recent one. Include the title of your qualification, place and the date you successfully completed it.
6. Consider putting Education above Employment if you don't have enough work experience yet.
7. List other experiences or interests you may have if they are relevant to the job. 8. If you have someone who could support your application, add their contact details or say *References available on request* at the end.
9. You can use e-form to complete the CV.

### **VIII. Write your own one-page resume.**

## AN EFFECTIVE COVER LETTER

- I.
  1. Have you ever written a cover letter?
  2. What did you write in your cover letter?
  3. What's the difference between a cover letter and a CV?

### Tip

A cover letter is a letter sent with explaining the contents of another document or a parcel of goods. Usually it's one page formal letter.

### Why do you need a cover letter?

1. Show the applicant's personal style,
2. Summarise the applicants qualifications for the job,
3. Formal request for an interview.

### Types of cover letters

Invited cover letter.

Use this format when responding to an ad or other listing. Describe how your qualifications meet the needs of the position.

Cold-contact cover letter.

Use this format to contact employers who have not advertised or published job openings. Research careers to find the requirements for the job you're applying for matching your qualifications with that research.

View Inquiry letters.

Referral cover letter.

Use this format if you were referred to a job opening through networking, informational interviews, or contact with employers. A referral may be to a specific job opening (advertised or unadvertised) or to an employer who may or may not be hiring now. Make sure you mention the person who referred you.

Job match or "T" cover letter.



Use this format to match the specific requirements of the job one-to-one with your qualifications, for example "You need 10 years' experience" and "I bring 12 years' experience." You can learn about the requirements from job ad, position descriptions, phone conversations, career research, and informational interviews.

**I. Give examples of each type of cover letter and highlight the differences.**

**The structure of a cover letter**

**Heading**

Your name

Street address

city, state zip code

phone number

date

Individual's name

name of organization

street address

city, state zip code

**Solution**

*you can use such form, if you don't know the name Dear hiring manager*

**Body paragraph**

*First paragraph . Introduce yourself*

*State the reason for writing. Name the specific position or type of work for which you're applying.*

*Second paragraph. Explain your qualification*

*Explain why you`re interested in working for this employer and specify how you fit this position. Don't repeat the information on your resume. Include something special and unique.*

*Third paragraph. Ask for an interview*

*Mention that your resume is enclosed and indicate your desire to meet with the employer.*

### **Closing and signature**

*complimentary close*

*Sincerely, ( your signature) Your name*

### **Enclosure**

*Add your resume.*

## **II. Read an example and match each part of the cover letter.**

# Entry-Level Cover Letter

✉ your.name@gmail.com

☎ (123) 456-7890

📍 142 Your Address Blvd, City Name, CA 12345

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Hiring Manager's Name  
341 Company Address  
Palo Alto, California 94301  
(555) 239-5678  
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

As a long-term admirer of the impressive work being done by the team at Mayflower Technologies, I'm delighted to submit my application for the entry-level IT technician opening posted on LinkedIn. As a recent graduate from the University of Rochester with a B.S. in Computer Science, I'm confident that my knowledge of Linux systems, experience in backend coding, and precise attention to detail would make me an asset to the team at Mayflower.

In my former role as a student worker at the University of Rochester's Technical Services department, I was responsible for troubleshooting a variety of technical issues for staff, assisting with server maintenance, and installing a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices, and helped improve our ticket response time by 12%. I'm sure that this experience will help me start contributing quickly at Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at the University of Rochester, I specialized in and completed my thesis on cloud computing. The IT technician position at Mayflower is an exciting opportunity for me to use this educational background, as well as learn more about a growing industry.

I've attached my resume, which further details my skills and education. Please do not hesitate to reach out if you have any questions, and I look forward to the opportunity to speak with you further. Thank you for your time and consideration.

Sincerely,

[Your Name]

### **III. Read the article and answer the questions.**

#### **There's a simple way to write a cover letter.**

Your cover letter is the place to sell your skills and show your interest in the position. It's a great chance to highlight achievements that would make you an ideal candidate for the job.

Always send a cover letter with your resume unless the job listing specifically says not to do so. But don't use the same one for each job. You need to write a targeted letter for each position.

Include these important sections in your cover letter:

Heading and greeting.

Include the date, your name, and your contact information. Address the letter to a specific person whenever possible. If you can't find an individual's name, use the job title of the recipient (Maintenance Supervisor, Office Manager), or perhaps "Human Resources" or "Search Committee." Do not address your letter to a business, a department, or "To Whom It May Concern."

Opening and introduction.

Explain who you are and your reason for writing, including how you found out about the position. Use the first paragraph to express your energy, enthusiasm, skills, education, and work experience that could contribute to the employer's success.

Body.

Sell yourself. Reveal why you are a perfect and unique match for the position.

Explain why you have chosen the employer. Briefly summarize your talents, experience, and achievements.

Assertive closing.

Thank the person for taking the time to read your letter. Use an appropriate closing, such as "Sincerely." Tell the employer how you plan to follow-up.

1. It is acceptable to use the same cover letter for each job that you apply for. True or False
2. What are the reasons to write a cover letter?
  - 1) to introduce yourself to an employer
  - 2) to learn more about the company
  - 3) to show your achievements
  - 4) to describe your skills
  - 5) to meet new people
  - 6) to show your interest in the job
3. You should always address your letter to a person, it is best to use a name, not just a title. True or False
4. Introduction paragraph should include
  - 1) the job you are applying for
  - 2) where did you see the job advertisement
  - 3) a summary of your qualifications
  - 4) your interest in the position
  - 5) all of the above
5. The body paragraph should include
  - 1) an explanation what you can add to the company
  - 2) dates and names of your past employer
  - 3) the names of your past supervisor
  - 4) 2 or 3 specific examples of your skills

Paragraph I.

Statement of application

specific title of job opening

source of information

Get the employer's attention. Say the source of information if it is a newspaper what newspaper or source of information website or personal reference.

For example

I am applying for position of Administrative Assistant announced on the Rabota.com

At the annual regional conference your colleague Olga Ivanova, told me about job openings for an Executive Assistant.

Paragraph II.

Highlight your skills and qualifications. Summarise 2-3 examples from your education, experience and interests. Don't repeat your resume , focus on what you can do for a company. A job description is useful. try to connect your skills to the needs of the company.

IV. Choose the skills that best match the job description.

1. Job description « must be familiar with word processing programs»

- 1) communication skills
- 2) personal skills
- 3) computer/typing skills

2. Job description «must be able to manage schedules and order supplies»

- 1)management skills
- 2) typing skill
- 3) organisational skills

3. Job description «must have 3 years of sales experience»

- 1) communication skills
- 2) computer skills
- 3) analytical skills

4. Job description « Must be able to conduct experiments»

1) communication skills

2) researching skills

3) personal skills

5. Job description « must be able to explain reports at monthly board meeting»

1) presentation skills

2) calculating skills

3) sewing skills

6. Job description «must be able to operate large trucks»

1) driving skills

2) management skills

3) computer skills

Close.

Request to interview for the job. Tell how they will follow up with the application/Make a positive impression. For example « Thank you for taking time to review my resume.I would be delighted to meet with you , look forward to speaking soon.

### **Tips**

Use formal type

Use full forms, examples I am etc.

Use modal verbs : can, may, will, would

**V. Read part of a cover letter. For each number decide which verb form or model verb is correct or more polite.**

I (1) graduate/have graduated from Central high school in 2011. I (2) studied/have studied internal relations in Florida State college since then. I'll graduate in June this year. I (3) organised /have organised the French language club in my first and second years at college. I believe that with the experience I (4) could /can help your company in deciding with international students. It (5) will/would also help with communicating with any French students. I (6) would welcome/ will welcome the opportunity to meet you personally. I (7) will like/would like to learn more about your company in an interview.

**VI. Read the article how to avoid the most common mistakes.**

Nowadays, your cover letter is kind of like a spare tire. You want to have it with you just in case you need some backup.

We live in a world where 90% of hiring managers don't read cover letters, yet 53% of employers admit that they prefer candidates who send a cover letter. Meaning, your cover letter is positively acknowledged, but it probably won't get read.

...So if nobody's reading it, why bother?

Because anything that sets you apart from the candidates you're up against is an absolute must.



For example, if a company is wavering on your application, they may read your cover letter as an effort to get more background on you. This could mean they're passing your resume up the chain and want to learn more about you before they decide to give you the green light... Or it could mean they have a small stack of resumes on hand and are looking for a way to weed someone out, in which case they'd read a select few cover letters to see if there's any stark errors that permit them to throw a candidate out of the running. 48% of hiring managers will throw out a cover letter that's not customized, and 49% will toss out a cover letter with spelling errors. You've got to weed people out somehow.

That being said, it's important to know which cover letter errors could cost you the interview. Here are a few common cover letter mistakes to avoid.

#### 1. Focusing too much on yourself

The company you're applying to is hiring because they need someone to do something for them. Meaning that above all else, they want to know what it is that you can do for the company. While it's key to share your accomplishments, get in touch with why you're able to fill the void that they have in place. Then make your achievements known in a way that lends well to the duties of the position.

#### 2. Sharing all the details of every single job you've ever had

Depending on your job history, this could translate into a very crowded and confusing cover letter. Instead of focusing on each position you've ever held, ask yourself: What experience do I have that's relevant to the job I'm seeking?

Tailor your cover letter to speak to those skills instead of giving a full synopsis of your time at each position.

### 3. Writing about something uncomfortable

Your cover letter is not the place to tell your potential new boss about the recent struggles you've faced. Don't go into why you were laid off or fired from a job, or why you recently relocated to a new city. Candidates need to focus on the now. Employers want current information. Why you were laid off or quit is not important, and will be seen as a red flag. Your intention to address an issue can and will come across more as shining a spotlight on your insecurities. Focus on achievement and the job at hand.

### 4. Writing a novel

Nothing is worse than a long, novel-like cover letter that makes the hiring manager tired just looking at it. Almost 70% of employers prefer a cover letter that's half a page or less. Keep your cover letter concise and to the point.

### 5. Rehashing your resume

The hiring manager has already read your resume in order to pre-qualify you as someone whose cover letter should be read. Do not just vomit your resume out entirely. They'll know, and they'll hold it against you.

### 6. Being too trite

Phrases like, "I'd like to apply for a job at..." or "I believe I am the perfect candidate for this position," will make people cringe. Avoid trite comments like calling yourself a "team player." Instead, be more specific and provide examples of how you work well as part of a team.

## 7. Being a superfan of the company

Don't waste your cover letter talking about how much you love the company in an over the top way. Use your cover letter to tell the company how you'll serve them. It's great to flatter them, but don't go overboard and get all Swimfan on them.

## 8. Typos

This one sounds simple enough, but when you're applying to many jobs or are just exhausted, mistakes can happen that end up costing you the interview. In fact, 70% of hiring managers say they'd automatically dismiss a cover letter with a typo. Triple check that you've addressed your cover letter to the right person, and that everything is spell checked and grammar correct.

Not sending a cover letter is as irresponsible to your career as driving without a spare tire is to your well-being.

You wouldn't take a road trip without having a spare tire. Don't set out on your job search without having all the backup you need to get you to where you want to be.

## **VII. Write your cover letter.**

## NETWORKING

### Tip

Networking is a connection between many things and people or talking to other people about your job search and career goals.

#### I. Read the article.

Networking is a key part of job hunting.

All it means is talking to others—either formally or informally—about your job search and career goals.

Networking facts:

It is not the same as asking for a job. Usually your networking contacts will not be potential employers.

It helps you learn inside information about jobs that are being created.

It lets you tap into the “hidden network”—the many jobs that are never advertised.

It's helpful for ongoing professional and personal development.

An employer who is not hiring today may be looking for someone like you tomorrow.

Before you begin networking, be clear about your job search goals.

Think about what you want to say to others about yourself, and what you want to know from them.

What kind(s) of job(s) are you looking for?

What skills and experience prepared you for these jobs? Are you focused on a particular industry?

Do you want to find a job at a particular company?

Do you want to look for jobs in one local area?

Next steps are to develop your elevator speech and make your contact list.

### **Tip**

Elevator speech is a two-minute description of your skills and career goals.

It's an easy way to share what you want to learn from someone who is in a position to help you.

For example:

-Hi. My name is Irena Romm. I'm looking for seo position in local internet shops.

I really enjoy working with famous brands such as Zara, but I think we should give chance to small and infamous brands too.

I'm good at technical and programming, critical thinking.

After you've briefly stated these facts, you can ask for help or advise.

For example

- Do you have any advice for me?
- Do you know anything about this company?
- Do you know anyone who does know about....?
- Can I use your name to contact them?

### **II. Answer the questions to the article:**

1. Networking is the same as asking for a job. True or False
2. Joining a professional organization one of the ways to increase your networking  
True or False

3. You should know your skills and career goals before begin networking True or False
4. Networking is only a way for other people to help you. True or False
5. A prepared elevator speech will help you talk to others at networking events. True or False

II. Prepare your elevator speech and practice with your partner.

Hi. My name is \_\_\_\_\_. I'm looking for ( a kind of job) in (an industry, field, or location) .

I really enjoy (something about past jobs or experience).

I'm good at (a certain job skills).

### **Tips**

Small talk is a polite conversation with someone you don't know very well. It is the first stage of an important conversation, get the conversation started. The question is rather well.

Save topics: weather, food, travel, movies.

Taboo: religion, politics, salary, health.

**III. Prepare some questions for a small discussion.**

**IV. Which of these questions do you think are appropriate / inappropriate?**

1. How much money did you make last year?
2. Do you like the weather we're having right now?
3. Are you going to vote for president Gonsaliz in the election?
4. How did you start in your career?
5. Do you ever read the Bible?

**V. Read the article.**

## **Social and career networking sites are the latest tools for job seekers and employers.**

They can help improve your job search results. If you use them, think about your goals and how to present a professional image.

Why use online networking tools?

Online networking helps you learn about industries and companies. You can meet job networking contacts or people who can help you find work. Companies also use these sites to find and check out employees before they decide to interview or hire them.

Networking sites are a great way to market yourself. A professional online identity (profile) can result in career success. But photos in bad taste, use of bad language, and poor spelling can leave employers wondering what type of employee you would be.

What to know before you log on

Some sites let you read discussions and job postings without joining. Most sites only let you see or add content after you've created an account. Be careful about what you say about yourself and the items you put online: Don't list personal information or post comments, photos, or videos that you wouldn't want an employer to see.

Think of everything you put online as public information.

Do an online search of your name to see what information and/or images of you are on the Internet.

Be careful of scams for fake job positions, training, or job search help.

For online group discussions, follow these tips:

Find out if the online group has FAQs (frequently asked questions). Read them before participating.

Stick to the topic.

Limit your response to the current subject.

Don't change the subject in the middle of the thread.

Begin a new discussion if you want to change the subject.

Consider when to respond to the group or to a specific individual.

Respond to the individual if your reply is personal, off topic, or you want to limit the response.

Respond to the group when your reply is of interest to the group.

Which online networking tools should you use?

There are many social tools and networking sites that can help with your job search. Here are a few of the most common ones:

LinkedIn is a useful site for people in professional jobs. Over 131 million people use it to keep up-to-date about their industry, have discussions, and find job openings. You can use LinkedIn to:

Create and maintain an online identity. This profile tells an employer your skills, career goals, and work experience.

Connect with those in your field and other people by adding them to your group of "connections." Connections may ask for recommendations from each other and share events and trends.

Join groups and discussions of interest to you and your career goals. Find LinkedIn groups in your industry. Or create your own networking group. Groups are also a good place to ask questions and learn about job leads.

Facebook is a popular tool for getting to know others and letting them get to know you too. How you use Facebook is your choice.

If you use it to stay in touch with friends and family, play online games, and post your pictures, keep your privacy settings as high as possible. Your profile may include a great deal of private information that would be illegal for an employer to ask. Some of it may hurt your chances of landing a job.

If you choose to use it for career purposes, it is important to clean up your profile. Remove any posts, comments, photos, or online games that an employer might not approve of. Also, be careful about which groups you join and how you act online.



Twitter has become a useful tool for job seekers and employers. When you follow a Twitter user, you can see their messages (up to 140 characters) called "tweets." The latest tweets will show up at the top of your Twitter page or mobile device. You can search for tweets about job openings or send a link to your resume in a tweet.

The key to making Twitter work for you is to use hashtags. Hashtags are keywords (words that describe what you are looking for) following the # symbol. They allow Twitter users to "tag" their messages to make searching by a certain topic easier. If you click one of these hashtags in a message, Twitter will pull up all the recent tweets that use those keywords. Common hashtags used for job searches are:

#jobs

#jobhunt

#jobsearch

#unemployment

Blogs are a common way for people and companies to get information out. Find blogs that keep you up-to-date about your career or industry.

Electronic mailing lists (sometimes referred to as LISTSERVs) have been around for years. They allow users to send an e-mail message to a group of people all at once. Some are set up as discussion groups and allow people on the list to talk back and forth. Mailing lists are used as a simple way to start discussions or push a message out to a certain group of people.

The networking tools above are just a start

The online world changes quickly so new tools are popping up all the time. Also, different online resources are popular for different occupations, areas, and industries. As you make choices about online networking tools, remember that employers are using them too. Many employers check profiles on popular networking sites before making interviewing and hiring decisions.

## **VI. Answer the questions to the article:**

1. Which social media website did the employer use for job advertisement?

1) LinkedIn 2) Craigslist 3) Facebook

2. Social media gives employers a lot of details about job seekers' lives.

True or False

3. What do young job seekers think about social media websites?

1. employers should not look at social media

2. the websites should be private

3. social media can be used as a tool in job search

4. What does it mean «you are your brand»

1. your information should be private

2. everything you do online describes who you are

3. job seekers should not use social media

5. What are soft skills?

1. skills that can be used only once

2. skills that help you build tables

3. skills that help you communicate in the workplace.

**VII. Introduce yourself with a networking elevator speech. Speak for 30-45 seconds and use appropriate stress, rhythm and intonation.**

## SUCCESSFUL INTERVIEWS

1. Have you ever been interviewed for a job in English? How did it go?
2. How do you feel about going for an interview?
3. How can you prepare for an interview?

### Tip

Interview (often be interviewed) question (someone) to discover their opinions or experience: orally examine (an applicant for a job, college admission, etc.)

### Type of interviews:

**Screening interviews** are conducted to provide the employer an initial impression of your attitude and interest and eliminate candidates based on essential criteria.

Screening interviews may be conducted by phone or in-person.

**Selection interviews** features in-depth questions to evaluate your qualifications for position and your ability to fit in. There may be more than one interview at this stage.

**Group or panel.** Several people ask questions on your qualifications and assess how you fit with the team. The interview may include other candidates for the position.

**Behavioral.** The interviewer will ask questions that require you to describe how you have handled a work-related situation. Think of a few examples ahead of time.

**Work sample.** You may be asked to provide samples of your work, such as a portfolio display, a presentation, solving a typical problem, or other demonstration of your skills.

**Peer group.** You may be asked to meet with your prospective coworkers to determine how you fit with the team. Treat every member of the team with respect and try to build a rapport with each person.

**Meal.** This interview may be conducted in a restaurant to assess how well you handle yourself in social situations. Pick easy things to eat so you can answer the question and pay attention to conversation.

**Stress.** Questions intended to make you comfortable and to test how you will handle stress job. Don't take anything personal.

**Video conference.** Uses technology for «person-to-person» interview by video. Allows people from different locations to interview without travelling. Practice before a video camera, mirror or via Skype.

**I. Discuss the tips in a group and think about preparation. Predict the question you might be asked.**

**II. What about the first impression?**

### **Tips**

1. Arrive ten minutes early.
2. You should be dressed clean and accurate
3. Take a copy of your CV
4. Remember about your body language

**III. Write T or F for each point. Explain your point of view.**

1. Wear formal clothes.
2. Shake hands firmly.
3. Sit straight in your chair.
4. Make good eye contact.
5. Smile a lot
6. Nod your head a lot
7. look away from the interviewer
8. Touch your face and your hair
9. Keep your hands on the desk
10. Lean forward in your sit
11. Cross your legs
12. Fold your arm

## IV. Read the article.

### Body language tips for job interview

Career experts have long analyzed body movement as a way to determine a person's character. Here you can find tips given by Patti Wood in his book *Body Language Advantage*.

#### 1. Sit all the way back in your seat.

Sit firmly and lean your back straight against the chair. It's the first thing Glass recommends — an automatic signal of assurance and confidence. If you're a natural sloucher, pretend there's a string pulling you up from the crown of your head.

#### 2. Don't go for direct eye contact.

Instead, go for "direct face contact," Glass recommends. A more effective way to ensure you look interested and engaged is to look different parts of someone's face every two seconds, rotating from eyes, to nose, to lips, so you're never just  
interviewer's eyes. 14. drilli

#### 3. Use hand gestures while speaking.

If you're not sure what to do with your hands, go ahead and gesture while speaking.

"When you're really nervous, you tend to want to hide your hands because they express your anxiety," Wood says. Keeping your hands hidden can be misinterpreted as distrustful behavior.

#### 4. Show your palms.

When your palms are up, it signals honesty and engagement. The limbic brain picks up the positivity, which will make the interviewer comfortable, Wood says.

"It's one of the reasons we shake hands, to show the open palm," Wood says. "It's so tied to survival instincts ... If we don't see open palm gestures, it puts us on our guard."

In general, upward-facing body language, such as open palms, smiles and straight posture, also makes you look energetic, Glass says.

#### 5. Plant your feet on the ground.

Wood and Reiman both recommend keeping feet firmly on the ground. Women should never cross at the knees, but rather the ankles, "as this allows them to switch if necessary without being obvious."

There's also a scientific benefit to keeping your feet on the ground," Wood says. "It has to do with being able to go back and forth easily between the limbic reptilian brain to the neocortex brain."

In layman's terms, planted feet can help you go between creative thought and highly complex rational thought.

## **6. Work on your walk.**

Interviewers often make a hiring judgment within the first 10 seconds of meeting you, Wood says. How you walk into the room is a part of that judgment.

"Shoulders pulled back and neck elongated, each stride should be roughly one to two feet wide," Reiman says. "Walk directly toward the person you are meeting with every body part pointing in his direction, maintaining eye contact with occasional breaks to the side."

## **7. Breathe deeply, and speak on the exhale.**

One way to soothe interview nerves is to breathe properly. Reiman, Wood and Glass all recommend focusing on the breath as a vital part of the interview process. Glass recommends inhaling when the interviewer asks you a question, then speaking on the exhale, following the air flow.

"Deep breathing engages our parasympathetic reaction, which calms us down," Reiman says. She recommends taking 10 deep, diaphragmatic breaths before the interview, because it "reduces our heart rate, blood pressure and stress hormone level."

## **8. Nod your head while listening.**

Aside from keeping eye and face contact, nodding your head while listening is an additional way to show attentiveness.

"Nod your head occasionally to let them know you are enjoying and understand what is being said," Reiman explains.

## **9. Lean in.**

Leaning in is a natural thing to do when you're engaged in a conversation, Wood says. Reiman suggests the same — leaning slightly forward (keeping your shoulders back and down, and your chest high) demonstrates interest.

"Your posture is an integral part of your nonverbal conversation."

# **V. List of possible questions with tips. Think about your answers.**

1. Tell about yourself.

**Tip:** Your interviewers will likely start out with a question about yourself and your background to get to know you. Start out by giving them an overview of your current position or activities, then provide the most important and relevant highlights from your background that make you most qualified for the role.

2. How would you describe yourself?

**Tip:** When an interviewer asks you to talk about yourself, they're looking for information about how your qualities and characteristics align with the skills they believe are required to succeed in the role. If possible, include quantifiable results to demonstrate how you use your best attributes to drive success.

### **3. What makes you unique?**

**Tip:** Employers often ask this question to identify why you might be more qualified than other candidates they're interviewing. To answer, focus on why hiring you would benefit the employer. Since you don't know the other applicants, it can be challenging to think about your answer in relation to them. Addressing why your background makes you a good fit will let employers know why your traits and qualifications make you well prepared.

### **4. Why do you want to work here?**

**Tip:** Interviewers often ask this question as a way to determine whether or not you took the time to research the company and to learn why you see yourself as a good fit. The best way to prepare for this question is to do your homework and learn about the products, services, mission, history and culture of this workplace. In your answer, mention the aspects of the company that appeals to you and align with your career goals. Explain why you're looking for these things in an employer.

### **5. What interests you about this role?**

**Tip:** Like the previous question, hiring managers often include this question to make sure you understand the role and give you an opportunity to highlight your relevant skills. In addition to thoroughly reading the job description, it can be helpful to compare the role requirements against your skills and experience. Choose a few things you particularly enjoy or excel at, and focus on those in your answer.

## **6. What motivates you?**

Tip: Employers ask this question to gauge your level of self-awareness and ensure your sources of motivation align with the role. To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role.

## **7. What are you passionate about?**

Tip: Much like the previous question about motivation, employers might ask what you are passionate about to better understand what drives you and what you care most deeply about. This can both help them understand whether you are a good fit for the role and if it fits into your larger goals. To answer, select something you are genuinely passionate about, explain why you're passionate about it, give examples of how you've pursued this passion and relate it back to the job.

## **8. What are your greatest strengths?**

Tip: This question gives you an opportunity to talk about both your technical and soft skills. To answer, share qualities and personal attributes and then relate them back to the role for which you're interviewing.

## **9. What are your greatest weaknesses?**

Tip: It can feel awkward to discuss your weaknesses in an environment where you're expected to focus on your accomplishments. However, when answered correctly, sharing your weaknesses can show that you are self-aware and want to continuously get better at your job—traits that are extremely attractive to many employers. Remember to start with the weakness and then discuss the measures you've taken to improve. This way, you're finishing your answer on a positive note.

## **10. What are your goals for the future?**

Tip: Hiring managers often ask about your future goals to determine whether or not you're looking to stay with the company long-term. Additionally, this question is used to gauge your ambition, expectations for your career and your ability to plan ahead. The best way to handle this question is to determine your current career trajectory and how this role plays into helping you reach your ultimate goals.



### **11. Where do you see yourself in five years?**

Tip: Understanding how you imagine your life in the future can help employers understand whether the trajectory of the role and company fits in with your personal development goals. To answer, provide general ideas about the skills you want to develop, the types of roles you would like to be in and things you would like to have accomplished.

### **12. Can you tell me about a difficult work situation and how you overcame it?**

Tip: This question is often used to assess how well you perform under pressure as well as your problem-solving abilities. Keep in mind stories are more memorable than facts and figures, so strive to “show” instead of “tell.” This is also an excellent opportunity to show your human side and how you’re willing to go the extra mile without being asked.

### **13. Why should we hire you?**

Tip: While this question may seem like an intimidation tactic, interviewers generally bring this up to offer you another opportunity to explain why you’re the best candidate. Your answer should address the skills and experience you offer and why you’re a good culture fit.

### **14. Do you have any questions?**

Tip: This might be one of the most important questions asked during the interview process because it allows you to explore any subject that hasn’t been addressed and shows the interviewer you’re excited about the role. By this point, you’ll likely have already covered most of the basics about the position and the company, so take time to ask the interviewer questions about their own experiences with the company and gain tips on how you can succeed if hired.

### **15. How do you handle stress?**

Tip: This isn't a trick question to see if you get stressed at work or not. Rather, how you handle a stressful moment is an indicator of your ability to solve problems. Employers want to hire candidates who react to stress in a constructive manner, so it's important that your answer to this question demonstrates personal growth.

## ILLEGAL JOB INTERVIEW

Illegal job interview questions are still asked by hiring managers. Think about the answer for them.

A few of the basics we should all avoid include: religion, pregnancy status, disability, age, citizenship, race, marital status and number of children. The elimination of these questions helps everyone to avoid discrimination.

### VI. In groups of two role play a job interview.

Student A, you are the interviewer. You should select the question and answer them.

Student B, you are the candidate. You should answer the question honestly.

Students C, you are the observer. You should make notes on the candidate's answer.

Use this table to fix the answers tick or cross.

Questions	clear	explicit	audible	concise	truthful	Action language	Body language

If possible, record the interview, this helps to identify your individual strengths and weaknesses. When you have finished, the observer should give feedback on the candidate's performance. Swap roles and practise again.

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Навчальне видання

## **HUNTING FOR A JOB**

### **МЕТОДИЧНІ РЕКОМЕНДАЦІЇ**

*для здобувачів вищої освіти першого (бакалаврського) рівня  
I-III років навчання  
спеціальності 081 Право, 073 Менеджмент,  
071 Облік і оподаткування*

**Укладач:**

*Рудік Ірина Валеріївна*

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