

Reading L1RLO4

Job Applications

Learning Outcome 4: Extract information from short, simple correspondence

PREPARING TO READ

BUILDING VOCABULARY A The words in bold are used in the cover letter on page 2. Read the paragraph. Then match each word to its definition.

Many students **apply for** jobs in the summer vacation. They sometimes work at their university, for example, in a lab – a room where people do tests to learn more about science. These jobs help students to get work **experience** and improve their **skills**, such as communication skills. Students often see **ads** for these jobs at their university and send in their job applications. When they do this, they write an email and send their **résumé** with it to show what they have studied and what they can do. If their résumé is right for the job, someone will ask them to come for an **interview**. During the interview, the student answers questions and can ask questions too.

1. _____ (n) a discussion between two or more people about a job
2. _____ (n) information that tells people about a job
3. _____ (n) things that people can do
4. _____ (v) to tell a company, usually in writing, that you want a job
5. _____ (n) time you spend learning how to do something by doing it
6. _____ (n) documents you give to a company or university you want to work for

USING VOCABULARY B Discuss the questions with a partner.

1. What jobs would you like to **apply for** in the future?
2. What questions do people often ask at an **interview**?
3. Is it more important to have a lot of **experience** or know a lot about something?

SKIMMING

C Read the cover letter on page 2 quickly. What job would Maryam like to get?

- a. science teacher b. lab assistant c. project manager

Dear Dr. Yousuf,

I saw your ad for lab assistants for the summer vacation in the student newspaper yesterday, and I would like to apply for the job. I am very interested in getting more experience of working in a lab. I want to do research work in Oman when I finish my degree. Please find attached my résumé.

¹ My degree is in chemistry, so I know how to use lab equipment and stay safe in the lab. Dr. Ramadan also tells me I am good at recording data. I know that I can get a lot better at lab work and I am very happy to learn from other people with more experience than me.

² As well as my lab skills, I also have other skills, for example, I am good at reading and understanding information quickly, giving presentations and communicating with people from different cultures. As a person, I am always on time and always work hard at any project I do.

³ I would be happy to come for an interview in the lab to talk about the job. You could also ask me any questions you have about my experience and skills. I am always free in the afternoon from 2:00 p.m.

I look forward to hearing from you.

Kind regards,
Maryam Ali

UNDERSTANDING THE READING

UNDERSTANDING MAIN IDEAS

A Read the cover letter again. Match three of the paragraphs (1–3) to the main ideas (a–c).

- | | |
|---------|--|
| 1. ____ | a. when Maryam can meet with Dr Yousef |
| 2. ____ | b. what Maryam can do and what she is like |
| 3. ____ | c. why Maryam can do the job well |

UNDERSTANDING DETAILS

B According to the cover letter, is each sentence below true? Or is it not mentioned? Choose T for *true*, F for *false* or NG for *not given*.

- | | | | |
|--|---|---|----|
| 1. Maryam read the job ad in her student newspaper. | T | F | NG |
| 2. Maryam wants to become a lab manager in the future. | T | F | NG |
| 3. Maryam's teacher thinks she needs to get better at writing down data. | T | F | NG |
| 4. Maryam isn't good at communicating with people from other places. | T | F | NG |
| 5. Maryam can't come for an interview in the morning. | T | F | NG |

CRITICAL THINKING: REFLECT

C Complete the sentences from a cover letter. Use your own ideas.

1. I would like to apply for a summer job as a(n) _____ .
2. I would like to do this job because I want to _____ .
3. I think I could do this job because I can _____ .
4. As a person, I am _____ .

DEVELOPING READING SKILLS

READING SKILL Scanning for Details

When you scan a text, you move your eyes over it quickly to find specific details in it. Look for numbers when you need to find times, dates and amounts. Look for words with capital letters when you need to find the names of people or places.

READING SKILL FOCUS

A Scan the cover letter to find the answers to the questions.

1. When did Maryam see the ad for the job? _____
2. Where does Maryam want to work? _____
3. Which teacher thinks Maryam can do something well? _____
4. From what time can Maryam come for an interview? _____