

- ABC scientific, Inc., TX1991 to present
Distribution Center Supervisor
- The Retail Chain Princeton, OK 1988-1991
Supervisor
- Northeast US/Eastern Canada 1986-1988
Regional manager

EDUCATION:

- Minneapolis Business College, Minneapolis, MN
Business communication
- Georgetown University, Washington, D.C.
Business management

INTERESTS:

- Vice-President, St. John's Club
- Swimming, skiing and horseback riding.

- Do you know the difference between a resume and a CV? Read the following passage and explain it in English.

Життєпис

(Curriculum vitae (CV))

Життєпис (CV) в основному відрізняється від резюме тільки обсягом (до 6-8 сторінок). Він призначений для кандидатів на високі посади або для роботи за кордоном. Потенційний роботодавець бажає отримати детальну інформацію. Зазвичай Ви надаєте фотографію, свої адресу і телефон, особисті та паспортні дані і більш докладно характеризуєте Ваші освіту та кваліфікацію. Наведемо для прикладу одну з функціональних частин CV людини, яка претендує на керівну посаду в галузі машинобудування.

Objective: Senior position in engineering management

HIGHLIGHTS OF QUALIFICATIONS

- Business oriented; able to understand and execute broad corporate policy.
- Strength in analyzing and improving engineering and administrative methods.

- Effective in facilitating communication between management and project team.
- Proven ability to manage both large and small groups and maintain productivity.
- Successful in negotiating favorable design and construction contracts.

- **Write your own resume using Resume Worksheet.**

Resume Worksheet

List everything in an easy-to-read form. Decide on a format you would like to use. Include the following information.

1. Personal Data	Your name, address, phone number.
2. Objective/Position Applied for	Write the kind of position you are looking for.
3. Experience	Names of jobs, places, dates, and descriptions of exactly what you did.
4. Education	List the schools you have attended. Include dates and subject areas you studied, starting with your most recent school.
5. Other	List any other information which you think might be helpful. Examples: special skills, hobbies, organizations, community service, languages you speak.
6. References	List names and addresses of two or three references, or write "References available on request."

Unit 6. JOB INTERVIEW

Discussion points

- Have you ever attended a job interview? What did you talk about?
- Did the employer ask any personal questions?
- Did he give you any practical tasks to solve?
- Do you know what to do to make your job interview successful?

Now your resume is lucky to be chosen by an employer. You are invited for a job interview. Read the text and make a list of useful tips for applicants.

Job Interview

Getting the job you have applied for can sometimes depend on the successful job interview.

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 realise 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. Do not appear in outfits that are too fancy. Likewise avoid a ragged and wrinkled look. You should have a neat, clean appearance to make a good impression.

During the interview be honest and modest about yourself. Do not make claims that are not true. You should mention but not brag about past accomplishments.

Pay attention as the interviewer talks, answer all the questions clearly and intelligently. Try not to seem bored, even if you realise that the job doesn't interest.

Here are some of the questions that employers try to answer when they are interviewing future employees:

- What is this person really like?
- Does this person have the skills to do the job I have available?
- Will this person fit the team I have now?
- How quickly can this person learn?
- Will this person be willing to work hard and put the interests of the organization first?

Finally, 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. An employer will be interested if you ask intelligent questions about the work you may be doing. Before you leave, there should be a clear understanding about all aspects of the job.

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

Read the sample job interview. What are the parts of the interview?

Job Interview

TST Systems was looking for candidates for the position of Commercial Director. Three applicants came for an interview after they had submitted their Resumes. The third and the most successful was Mr Klimenko. Here is the interview with him.

— Good morning, sir.

— Good morning. Come in. Mr. Klimenko, isn't it? Please take a seat. You will have to excuse me a moment while I finish signing these letters. Meanwhile please fill in the application form ... There, that'll do. Now I can concentrate on you, Mr. Klimenko. Tell me, how long were you in your last job with Alpha?

— Five years. I am only leaving because the firm is moving to Sevastopol, but I think a change will do me good.

— What do you know about our company? Have you got any questions for me?

— I know that this is a very promising company, so I'd like you to inform me what will be the major focus of efforts in the next few years?

— We plan to expand our activities with English-speaking countries, mainly England, to buy equipment and technologies from there and run training programs here. We need a team of creative people to make our company competitive in the world market.

— What will my responsibilities and obligations be during the first year?

— Well, first of all to be responsible for our contacts with English partners. You will need to skillfully negotiate for and buy equipment. The job will involve much travelling. There is likely to be a trade fair in London soon, which we hope you will be able to go to.

— What are your main strengths?

— I think they are: reliability, loyalty, and energy.

— OK. Do you work well under pressure?

— Yes. I am accustomed to working under pressure.

— Are you a leader, an entrepreneur by nature?

— Yes, I think so.

— All right. Now, Mr Klimenko, I am quite prepared to offer you a job with us. You have excellent references from your previous job. You'll start on \$450 and if you do well we'll review it after three months. The hours are from nine to five thirty, with an hour for lunch and a fortnight's holiday. Does that suit you? Any questions?

— What about travel? Where will I go and for what length of time?

— Mostly to England for not longer than a month.

— All right. When do you want me to start, sir?

— In a week, if possible.

— I am afraid I can't start working till the 10th October.

— No problem. We'll be seeing you on the 10th then?

— Yes, certainly. Thank you very much. Goodbye.

— Goodbye.

Comprehension check

- What position is vacant at TST Systems?
- Why is Mr. Klimenko leaving his last job?
- What are TST Systems plans?
- What will Mr. Klimenko's responsibilities and obligations be during the first year?
- What are Mr. Klimenko's main strengths?
- Will Mr. Klimenko have to go on business trips?
- What will his work schedule be?
- How long will the probation period last?

Key vocabulary

Job interview, an applicant, to submit a resume, to fill in the application form, a promising company, to expand activities, a team of creative people, competitive, responsibilities and obligations, strengths, references, previous job

According to M.Pote, D.Wright, G.Lee from Pergamon Institute of English an interview consists of five parts. They are: introduction, referring to the CV, knowledge of the company, testing, rounding off. Imagine you were invited to an interview. Prepare to act it out with a partner in front of the class. Use the structure and useful phrases suggested below.

1. ***Introduction*** (putting the candidate at ease)

Please come in / Do come in

Please sit down / Do have a seat

Make yourself comfortable (friendly) at home

You're Mr. Jones, I believe? I'm Mr. Smith.

It's Mr. Jones, isn't it?

Allow me to introduce Mr. X (our ... Director) and I'm John Smith

This is Mr. X (our Personnel Manager)

2. ***Referring to the CV/letter of application***

I'd like to go into more detail about your CV (if I may).

Could you tell us more about ...?