

JOB HUNTING

Vocabulary

job – a paid position of regular employment

work – a job or activity that you do regularly, especially in order to earn money

profession – a paid occupation, especially one that involves prolonged training and a formal qualification

career – an occupation undertaken for a significant period of a person's life and with opportunities for progress

boss – a person in charge of a worker or organization

employer – a person or organization that employs people

employee – a person employed for wages or salary, especially at non-executive level

trainee – a person undergoing training for a particular job or profession

intern – a student or trainee who works, sometimes without pay, in order to gain work experience

full-time (of work or education) – something that is done from 32 to 40 hours per week (the opposite of part-time)

40hr/week – 40 hours a week

shift – one of two or more recurring periods of time in which different groups of workers do the same jobs (e.g. to be on the day/night shift)

flexitime – a system of working in which people work a set number of hours within a fixed period of time, but can change the time they start or finish work

overtime – time worked beyond one's scheduled working hours

money – something (such as coins or bills) used as a way to pay for goods and services and to pay people for their work

pay – the money paid to someone for regular work

salary – a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee, especially a professional or white-collar worker

wage – a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker

job hunting/job seeking/job searching – the act of looking for employment

vacancy (for) – an unoccupied position or job

CV (curriculum vitae) – a written document that lists your skills and experience which you send to employers when you are looking for a job

resume – a brief document that lists your skills and experience which you send to employers when you are looking for a job

background – the total of a person's experience, knowledge, and education

qualification – a quality or accomplishment that makes someone suitable for a particular job or activity

skill – the ability to do something well or expertise

reference – a letter from a previous employer testifying to someone's ability or reliability, used when applying for a new job

prospects – opportunities for success or promotion in a career

recruitment (BrE)/hiring (AmE) – the process of finding people for particular jobs

headhunter – a person who finds and approaches suitable candidates employed elsewhere to fill business positions

ad (short for advertisement) **for something** – a picture, set of words, or a short film, which is intended to persuade people to buy a product or use a service

job description – a list of the responsibilities that you have and the duties that you are expected to perform in your work

application (form) – a form that you complete in order to apply for a job

requirement – a thing that is needed or wanted

covering letter (BrE)/cover letter (AmE) – a document sent with your CV or resume to provide additional information on your skills and experience

job interview – a formal meeting in which an applicant is asked questions to determine their suitability for a particular job

interviewer – a person who asks questions during an interview

candidate – a person who applies for a job

strength – a good or beneficial quality or attribute of a person or thing (the opposite of **weakness**)

job offer – an offer of employment

training (course) – a course of study to prepare for a job

bold – showing an ability to take risks; confident and courageous

commute – a regular journey of some distance to and from one's place of work

downtown – the central area or main business and commercial area of a town or city

undergrad (short for undergraduate education) – the post-secondary education previous to the postgraduate education; includes all the academic programs up to the level of a bachelor's degree

grad (short for graduate education) – advanced academic or professional degrees, certificates, diplomas, or other qualifications for which a bachelor's degree is required

tech-savvy – well-informed about or proficient in the use of modern technology, especially computers

burned-out – to be completely exhausted through overwork

Verbs

to employ someone/to hire someone/to take someone on (informal) – to pay someone to do a particular job for you, typically for a specific position and for an extended period of time

to look for something – to try to find something

to reply to something – to answer someone by saying or writing something

to schedule something – to arrange or plan an event to take place at a particular time

to quit (a job) (informal) – to leave a job, school, etc., especially without finishing it completely

to resign – to voluntarily leave a job or other position

to remain – to continue to be in the same state or condition

to relocate – to move to a new place and establish one's home or business there

Phrases

to apply for a job/position – to fill in a form, write a letter, etc. in order to formally ask for a position

to tailor (a CV) (to someone or something) – to adjust a CV to best suit individual positions rather than taking a general approach

to fill in a form (BrE)/**to fill out a form** (AmE) – to write information in the spaces on the document

to accept a job offer – to say “yes” to a job offer

to decline a job offer/to turn down a job offer (informal) – to say “no” to a job offer

Grammar Corner

We use the Past Simple tense when we talk about an action which happened at a definite time in the past. The Past Simple emphasizes that the action is finished. We can also use this tense to talk about how someone felt about something.

e.g. I sent my CV and references exactly a week ago. They haven't replied yet. I didn't want to wait, so I called them first. I don't think they liked my bold move.

We place commas at the end of introductory elements in the sentence. We consider prepositional phrases, subordinate clauses, and other expressions to be introductory elements.

*e.g. After a week of waiting, I finally got a job offer.
Since I'm relocating, I need to find a new job.
In the end, I can only wait for their decision now.*

Real Life Situations

(P1 – Person 1, P2 – Person 2, R – Receptionist, C – Candidate, HM – Hiring Manager)

Looking at Job Ads

P1: Hey? What are you up to?

P2: Just looking at these job ads.

P1: Haven't you already applied to multiple jobs?

P2: Yeah, but to no luck. The interviews didn't go well.

P1: Did they call you back?

P2: No. I thought that this one interviewer really liked me – I was answering the questions confidently, she also liked my references, but I suppose they found someone more suitable for that position.

P1: Did you send a thank-you letter after the interview?

P2: Yeah, but I doubt they even read that.

P1: Hey, don't get sad. In the end, it doesn't matter how many interviews you had, and how many rejections there were; what matters is being hired for this or that particular position.

P2: Yeah, that's true. I just feel a bit disappointed. I thought it would be easier to find a job with my qualifications.

P1: Have you tailored your CV to each position?

P2: Not really? It's just a CV.

P1: Maybe that's your mistake. You should tailor your CV to each position, focusing on the points that were mentioned in the ads. Let's say they're looking for someone with the ability to manage large teams. And you could say that you've managed a team with more than 15 direct reports for 3 years.

P2: Hmm I haven't thought about that really.

P1: Just make sure to read these ads carefully.

P2: OK, what about this one? An administrative position, 40 hr/week, applicants must have at least one year of experience working in the management department...

P1: Do you think you would like working there?

P2: Yeah, plus it's in downtown Downtown Manhattan, so I won't have problems with a commute. I think I'll apply for this job.

P1: Good luck to you!

P2: Thanks! I appreciate it.

Applying for a Job

P2: Alright, what do we have here? *"To apply, visit our website and fill out the online application form. You must also send a cover letter and a CV along with two references, must be former employers or professors."* OK, this doesn't sound that bad, let's take a look at the form.

a little later

P2: *"Candidates will be contacted after submitting the documents to schedule an interview."* Hope it doesn't take them a month to reply. If they reply at all...

four days later

R: Good morning. Is this Mr. Robinson?

P2: Yes?

R: I'm calling from Sunny English. You've applied for a job with us. We received your documents in the email.

P2: Oh, right! I'm interested in your administrative position.

R: Great! We would like to schedule an in-person interview.

P2: Of course! When should I be there?

R: Would it be convenient for you to come on Wednesday, Feb 20? 5 p.m.

P2: Yes, absolutely! I'll be there.

R: We're looking forward to having you, Sir. Have a nice day!

P2: Thank you very much! You too!

Job Interview

C: Hi! My name's James Robinson, I'm here for a job interview.

R: Good evening! James Robinson. Let me see... Oh, right, here you are. I'll notify the hiring manager that you are here. You could wait over there.

C: Thank you very much.

a little later

HM: Mr. Robinson?

C: Yes.

HM: Pleased to meet you, Mr. Robinson. I'm Peter Clark, the hiring manager at Sunny English.

C: Nice to meet you too, Mr. Clark.

HM: Follow me, please.

a little later

HM: Take a seat, please.

C: Thank you.

HM: Thank you for coming here today. To be totally honest, I was very impressed with your CV. You have a lot of experience working in administrative positions even during your college years.

C: Thank you! And thank you for having me here today as well. I did work on my college campus both during my undergrad and grad. Personally, I found this experience to be fundamental in my career as an administrative assistant since I had an opportunity to work with various departments at my college.

HM: I see. It is stated that you have been in your current position for 3 years. Why have you decided to resign?

C: I am relocating to this area the following week, therefore I am looking for a position in this city. Despite loving my current company and colleagues, they do not offer remote working.

HM: Is this something you can see yourself doing?

C: Yes, absolutely. I am a tech-savvy, organized, disciplined individual, with excellent oral and written communication skills. I've been working part-time as a remote virtual assistant for the past year and have enjoyed the flexibility it provides.

HM: What do you like the least about working remotely?

C: Hmm I would say finding the life-work balance. I won't deny that it was challenging at first to draw the line between your working hours and free time, so I ended up overworking and felt burned-out by the end of the third month. However, I managed to adjust my schedule and no longer have this problem.

HM: I understand the struggle. I myself have worked remotely for 2 years and, unfortunately, did not manage to find this balance. So here I am, conducting in-person interviews!

C: Oh, I see!

HM: Mr. Robinson, do you have any questions for me?

C: Yes. Could you describe a typical day in my position here?

HM: Well, as an administrative assistant you'll be performing a variety of administrative and clerical tasks every day, such as answering and directing phone calls, preparing regularly scheduled reports, providing general support to our clients and visitors, etc.

C: I see. Thank you!

HM: Well, this has been a pleasure meeting you, Mr. Robinson.

C: Likewise, Mr. Clark!

HM: We'll call you within 3 days. I am hopeful that this is not our last meeting. Have a nice day, Mr. Robinson!

C: Thank you very much again! Have a nice day as well!