



## Unit 27 Applying for a job

### Task 01

- Announcer: Listen to the interview between Stella and Ms Bailey, her job coach.
- Stella: Good morning Ms Bailey. I need some advice on what to send out to companies when looking for a job.
- Ms Bailey: Hello Stella. Yes of course. There are 2 things you should always send out ... your C.V. and a letter of application.
- Stella: What are they?
- Ms Bailey: Your C.V. is the story of your academic and professional life so far and contains personal details that are of interest to an employer. The application letter highlights why you are confident that you can do the job, based on your C.V.
- Stella: So it's a good idea to send both. Is there a pattern I should use for putting my C.V. together and writing a good application letter?
- Ms Bailey: There most certainly is. Firstly, writing your C.V. takes thought and time. It should be a complete record about you and what makes you special. Filling in the Europass word file, found on the internet with instructions, will help you to remember all those details in the best order.
- Stella: Are there any special tips about filling it in?
- Ms Bailey: Yes, you must *erase* or *replace* any headings with your own information, so that it becomes *YOUR* special document.
- Stella: So it will show my personal details, education, work experience and extra abilities like computer or language skills.
- Ms Bailey: Exactly. Plus, don't forget to include your hobbies and free-time activities.