**CVs and Job Interviews**

**Vocabulary:** employ, employer, employee, work experience, vacation, medical insurance, bachelor/masters/MBA, degree, training, salary, overtime, promotion, work environment, language abilities, references, letters of recommendation, equality, office, work schedule

**To Leave Your Job:-**

To resign | To quit | To leave your job = to give up a job or position by telling your employer that you are leaving.

To retire = to leave your job or stop working because of old age or ill health.

**To Lose Your Job**:-

To be dismissed | To be fired | To get fired | To be sacked | To get the sack | = to be asked to leave a job, usually because you have done something wrong or badly, or sometimes as a way of saving the cost of employing you.

To be made redundant = to lose your job because your employer no longer needs you.

**Job Questionnaire**

Do you like working with people?

Do you like working independently? / Do you like being part of a team?

Do you like working inside or outside?

Which field do you like working in? Education? Politics? Management? Computer skills? Science? Services?

Which skills are your strongest and weakest? Writing? Public speaking? Managing people? Research skills? Dealing with people? Computer skills?

How far can you imagine commuting to work?

How many hours do you want to work a week?

Do you want fixed or flexible working hours?

What is the minimum salary you can imagine working for?

Is it important for you that your work is fun?

**How to write a good CV?**

Employers receive an average of 60 applicants for every advertisement for a low-skilled job, and 20 for every skilled job. Significantly, almost half of these candidates are perfectly suitable for the role, according to research by the Chartered Institute of Personnel and Development (CIPD)

So that makes their CV - or curriculum vitae - all the more important when attempting to stand out from the crowd. Experts say there are some golden rules for getting a CV correct, not least accuracy, spelling and grammar. Don't repeat the mistakes, they say, of a lawyer who stressed his "dew diligence",(instead of due diligence – náležitá pečlivost) or the applicant who ignored commas when describing his interests as "cooking dogs and interesting people".

If sending a CV as a hard copy, along with a job application, then it needs to be neat and typed if possible. Most libraries have public computers which can be used by those who do not have their own.

Increasingly, applicants are asked to send a digital copy of a CV. Corinne Mills, managing director of Personal Career Management, which provides career coaching, says that digital CVs should be in a simple format and font so readability is not affected on different screens.

Other tips from Mrs Mills, the CIPD, and the National Careers Service include:

* Tailor a CV to a specific job - it is vital to ensure the script is relevant to each job application, rather than sending the same generic CV
* Keep it simple - it should be easy to read and use active language. Two pages of A4 is enough with a mini profile included in the first half page
* Include key information - personal details, including name, address, phone number, email address and any professional social media presence should be clear. A date of birth is no longer needed, owing to age discrimination rules. A photo is only essential for jobs such as acting and modelling, otherwise it is a matter of choice
* Showcase achievements - offer evidence of how targets were exceeded and ideas created, but always be honest
* Check and double check - avoid sloppy errors, take a fresh look the next day and ask for a second opinion from a trusted friend or colleague

**How to succeed in interviews**

The importance of researching your potential employer cannot be over emphasised. Nowadays, with so much information at our fingertips, there is no excuse not to do your homework. Probably the easiest and quickest way to access up-to-date information is via the internet. Spend some time exploring the company's web site. If you haven't got ready access to the internet, use more traditional methods - visit a business library and read through annual reports, or call the company and ask for information to be sent out to you.

Prepare answers to the most frequently asked interview questions. In particular, those questions that you may find difficult to answer and work out how you will cope with them.

Here are some examples of common questions:

* Why did you apply for this job?
* What do you know about our company?
* Why should we give you this job and not someone else?
* What are your outstanding qualities?
* What are your weaknesses?
* What would you like to be doing five years from now?
* Why do you want to leave your current job?
* Why did you leave your last job?
* What motivates you?
* What is your ambition?
* What is your biggest achievement?
* How do you handle rejection?
* How do you handle tension?
* How do you take direction?
* What would your last boss say about you?
* What were the minuses of your last job?
* What have you done that shows initiative and willingness to work?
* What do you see as the main responsibilities of a \_\_\_\_\_\_\_\_\_\_\_?

To succeed in any interview you MUST:

* Be on time. Aim to arrive 10 to 15 minutes early giving you time to relax and get a feel for the company
* Give a firm handshake and smile during the introduction. You must not underestimate the importance of this. It is your first impression and there is no worse start than a sloppy handshake
* Be pleasant, poised and maintain eye contact as much as possible
* Be aware of your body language. Don’t sit with your arms folded. Try to be open and relaxed
* Listen carefully to questions; don't be afraid to ask for clarification and take time to think about your answers. Silences will seem a lot longer to you than they actually are
* Be honest. You wouldn’t want your employer to lie about your career and salary prospects so stick to the truth about your jobs and qualifications. These things are easily checked out.
* Always try to support your answers with examples of past achievements
* Be clear and concise
* Avoid saying negative things about your last or current employer
* Prepare questions for the interviewer
* Thank the interviewer at the end of the interview and reiterate your interest in the position

**Useful expressions when you speak about your work in English: MATCHING**

I would like to apply to the position of Assistant Manager

I was promoted in English.

I am responsible in Marketing and in Human Resources.

I was in charge of a department of eight people.

I have a qualification for the post of Publicity Manager.

I’ve done a course for advertising.