



Applying for a Job

Pre-Reading

A. Warm-Up Questions

1. What kind of job do you have or want?
2. Where do you work or want to work?
3. Where do you look for jobs?
4. What are some ways to apply for a job?
5. What kind of education do you need to get the job you want?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|---------------------------------|---|
| ___ 1. job posting | a) to request something officially |
| ___ 2. apply | b) a meeting between a job candidate and an employer |
| ___ 3. degree | c) a posted description of an available job |
| ___ 4. experience | d) academic accomplishment |
| ___ 5. education | e) knowledge or skill achieved over time |
| ___ 6. interview | f) a certificate for completing university |
| ___ 7. candidate | g) a person who holds the top position at a company |
| ___ 8. administrative assistant | h) a person who is being interviewed for a job |
| ___ 9. resume (CV) | i) a person who helps run an office |
| ___ 10. president | j) a list of personal employment history and qualifications |

Reading

Practice reading the email messages out loud with a partner.
Underline any words or phrases you don't understand.

A. Email #1

To: hr@rivereducationbooks.com
Subject: Online Job Advertisement
Date: June 28, 2015

To whom it may concern,

I read your **job posting** for a sales representative on your company's website. I am interested in **applying** for the job.

I have a **degree** in business from the University of Bonnville. My college classes taught me to be a hard worker and good businessman. I also have **experience** from working in sales at Joseph's Book Company. My **education** and experience would make me a good member of your team.

Please let me know if I can meet with you for an **interview**. We can meet at your earliest convenience.

Sincerely,
Lee Timson

Attachment: Lee Timson's **resume**

B. Email #2

To: leetimson2090@email.com
Subject: Re: Online Job Advertisement
Date: June 28, 2015

Dear Mr. Timson,

Thank you for your interest in our job posting. You sound like a good **candidate** for the position.

I would like to meet with you in person. Please come to our office at 3:00 pm on Monday, July 1. The office is located at 1530 Fordshackle Street. Please ask the **administrative assistant** to call me when you get here.

I look forward to meeting you and talking during the interview.

Sincerely,
Mr. William Michaels, **President** of Sales

Comprehension

1. What degree does Lee have?
2. What type of work experience does Lee have?
3. When does Mr. Michaels want to meet Lee for an interview?
4. What does Mr. Michaels instruct Lee to do when he arrives at the office for an interview?

Vocabulary Review

Complete the sentences using vocabulary from page 1.
You may need to change the word forms.

1. A lot of companies put a new _____ online or in local newspapers.
2. Darrin got his college _____ at Stanford University.
3. The boss liked the _____ because that person wrote a good letter explaining his education.
4. When Nathan finished college, he started _____ for jobs.
5. The candidate had a _____ in business from the local university.
6. John worked a long time before he became the _____ at the technology company.
7. Most people must go through an _____ before they can get hired for a job.
8. The boss hired a new _____ to help file papers and answer the phones.
9. Marty was happy he had _____ working at three restaurants because he wanted to be the manager at a big restaurant in the city.
10. Yumin listed her education and work experience on her _____ and sent it to the company she wanted to work for.

Speaking

Work with a partner and talk about jobs. Which jobs are you interested in? What kind of experience and education do you have? Does your experience make you an ideal candidate for your dream job?

Writing

Find a listing for a job you would like online or in a local newspaper. Write an email message to the company applying for the job.

Listening

Fill in the blanks as you listen to the recordings.

A. Email #1

To: hr@rivereducationbooks.com
Subject: Online Job Advertisement
Date: June 28, 2015

To whom it may concern,

I read your _____ for a sales representative on your company's website. I am interested in _____ for the job.

I have a _____ in business from the University of Bonnville. My college classes taught me to be a hard worker and good businessman. I also have _____ from working in sales at Joseph's Book Company. My _____ and experience would make me a good member of your team.

Please let me know if I can meet with you for an _____. We can meet at your earliest convenience.

Sincerely,
Lee Timson

Attachment: Lee Timson's _____

B. Email #2

To: leetimson2090@email.com
Subject: Re: Online Job Advertisement
Date: June 28, 2015

Dear Mr. Timson,

Thank you for your interest in our job posting. You sound like a good _____ for the position.

I would like to meet with you in person. Please come to our office at 3:00 pm on Monday, July 1. The office is located at 1530 Fordshackle Street. Please ask the _____ to call me when you get here.

I look forward to meeting you and talking during the interview.

Sincerely,
Mr. William Michaels,
_____ of Sales

Answer Key

LESSON DESCRIPTION:

In this lesson, students read an email exchange between a job applicant and a potential employer. They learn new vocabulary and practice writing emails.

LEVEL: Intermediate–Advanced

TIME: 2 hours

TAGS: English at work, work, job, application, business, business English, applying, career, email, writing an email

Pre-Reading

A. WARM-UP QUESTIONS

Discuss as a class, in groups, or in pairs.

B. VOCABULARY PREVIEW

- | | | | | |
|------|------|------|------|-------|
| 1. c | 3. f | 5. d | 7. h | 9. j |
| 2. a | 4. e | 6. b | 8. i | 10. g |

Reading

Have students practice reading the emails with a partner. Monitor their pronunciation. Go over any difficult vocabulary and useful phrases as a class. You may also choose to play the audio as your students read along a second time. A gap-fill version of the reading is available on page 4. See Listening for more information.

Comprehension

1. He has a degree in business.
2. He has sales experience at a book company.
3. Mr. Michaels wants to meet at 3:00 pm on Monday, July 1.
4. Lee should tell the administrator to notify Mr. Michaels of his arrival.

Vocabulary Review

- | | |
|----------------|-----------------------------|
| 1. job posting | 6. president |
| 2. education | 7. interview |
| 3. candidate | 8. administrative assistant |
| 4. applying | 9. experience |
| 5. degree | 10. resume |

Speaking

Answers will vary.

Writing

Answers will vary.

Listening

Note: There are two recordings in this episode. You can play the mp3 from the site, or you can download the audio: <https://esllibrary.com/courses/85/lessons/1699>. The second recording begins at 00:45.

A. EMAIL #1

1. job posting
2. applying
3. degree
4. experience
5. education
6. interview
7. resume

B. EMAIL #2

1. candidate
2. administrative assistant
3. President

(continued on the next page...)

Answer Key cont.

Correspondence Building

This optional task is included at the end of the lesson. Students should cut up the strips and rearrange them into the correct order.

A. EMAIL #1

- | | | | | | |
|------|------|------|------|-------|-------|
| 1. i | 3. l | 5. f | 7. b | 9. c | 11. j |
| 2. k | 4. g | 6. a | 8. h | 10. e | 12. d |

B. EMAIL #2

- | | | | | | |
|------|------|------|------|-------|-------|
| 1. n | 3. s | 5. v | 7. q | 9. u | 11. r |
| 2. t | 4. p | 6. w | 8. o | 10. m | |

SPELLING NOTES:

This lesson shows the American spelling of the word *Practice*. Most other English-speaking countries spell it this way: *Practise* (when used as a verb; *Practice* when used as a noun). Make it a challenge for your students to find this word in the lesson and see if they know the alternate spelling.

Correspondence Building

The correspondence below is not in the right order. Cut up the strips, and then work alone or with a partner to rearrange them into the correct order. Then read the emails out loud.

A. Email #1

a	My college classes taught me to be a hard worker and good businessman.
b	I also have experience from working in sales at Joseph's Book Company.
c	Please let me know if I can meet with you for an interview.
d	Lee Timson
e	We can meet at your earliest convenience.
f	I have a degree in business from the University of Bonnville.
g	I am interested in applying for the job.
h	My education and experience would make me a good member of your team.
i	To: hr@rivereducationbooks.com Subject: Online Job Advertisement Date: June 28, 2015
j	Sincerely,
k	To whom it may concern,
l	I read your job posting for a sales representative on your company's website.

B. Email #2

m	Sincerely,
n	To: leetimson2090@email.com Subject: Re: Online Job Advertisement Date: June 28, 2015
o	Please ask the administrative assistant to call me when you get here.
p	You sound like a good candidate for the position.
q	The office is located at 1530 Fordshackle Street.
r	Mr. William Michaels, President of Sales
s	Thank you for your interest in our job posting.
t	Dear Mr. Timson,
u	I look forward to meeting you and talking during the interview.
v	I would like to meet with you in person.
w	Please come to our office at 3:00 pm on Monday, July 1.