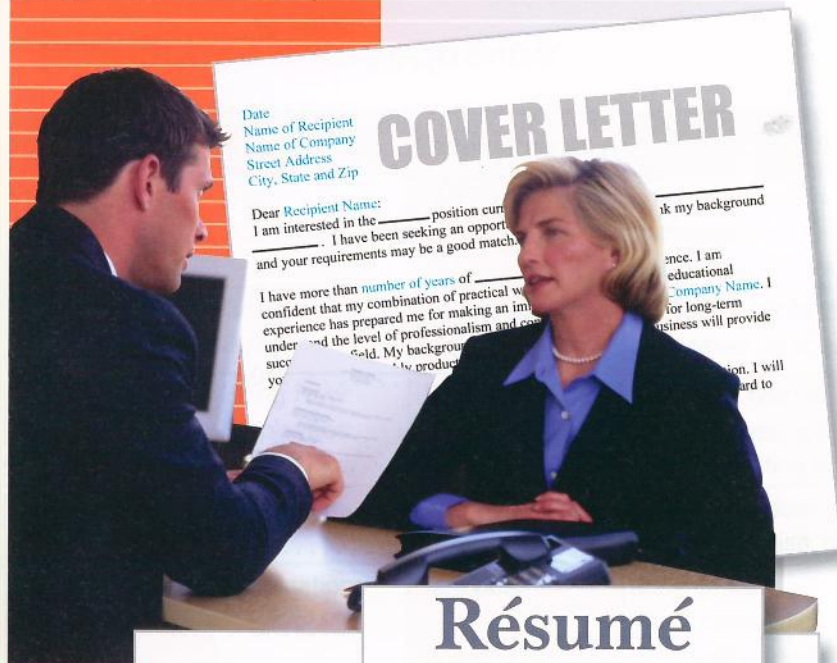


1 Getting the Job 1



Résumé of Martha O. Smith

112 State Street | Springfield |

mosmith3871@hotmail.com | 216-555-0438

Objective:

To attain a management position within the retail sector

Education:

State University Degree: MBA (May 2000)

Brighton College Degree: BS, Major: Management GPA 3.7/4.0

Work History:

Store Manager, Global Foods Market, Springfield
June 2005 - May 2007*

- Directed all human resources activities
- Developed strategies for expanding store
- **Competed** with large chain stores

Department Manager, Fashion Express, Springfield
August 2003 - June 2005

- Mentored sales personnel
- Developed goals and strategies for sales department
- Supervised creation of window displays

Women's Fashion Sales Manager, Fashion Express,
Springfield November 2000 - August 2003

- Developed sales training
- Trained new sales personnel

Skills:

- Developing strong relationships with personnel and customers
- Proficient in word processing, database, and spreadsheet programs

Volunteer Experience:

- Managed fundraising for local food bank and homeless shelter

References:

- Mark Dubois, 216-555-1212, Owner, Fashion Express
- Chelsea River, 216-555-9874, District Supervisor, Global Foods Market

*As noted in my **cover letter**, the **employment gap** is due to my decision to stay at home with my children until they started school. **Letters of recommendation** are available upon request.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What documents should you send when applying for a job?
- 2 What information is typically included on a résumé?

Reading

2 Read the résumé. Then, choose the correct answers.

- 1 What work history does the applicant have?
 - A developing training for cashiers
 - B leading sales personnel
 - C editing store marketing campaigns
 - D writing computer programs
- 2 Which of the following is NOT a part of the résumé?
 - A a description of earned degrees
 - B a summary of volunteer work
 - C a recommendation from a reference
 - D a list of abilities
- 3 Why did the woman miss several years of work?
 - A She was getting her MBA.
 - B She was attending job training.
 - C She was at home with children.
 - D She was performing volunteer work.

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|------------------|--------------------|
| 1 — work history | 5 — compete |
| 2 — résumé | 6 — employment gap |
| 3 — skills | 7 — degree |
| 4 — education | 8 — cover letter |

- A a person's experience through schooling
- B a certificate
- C a statement of interest in a position
- D abilities
- E to contend
- F a period of time between jobs
- G a written summary of work and education
- H past work experience

2

Getting the Job 2

Get ready!

1 Before you read the passage, talk about these questions.

- 1 How can a person prepare for a job interview?
- 2 Why is it important to dress appropriately for a job interview?



The Art of the Interview

It's no secret. Your **interview** is just as important as your credentials. So if you want that job, you need to **prepare** for the interview. Take the time before to learn about the position. Anticipate the types of questions that might be asked. If possible, practice your interviewing skills with someone in a mock interview. You'll be more **confident** at the interview, and that's something employers like to see.

But don't stop there. Research the company you will be interviewing with. Find out about the **qualifications** needed for the position. Be **succinct** when relating your skills to the **interviewer**. Remember, an **ideal** candidate will answer questions directly and without too much extra information.

As an **applicant** for a professional position, it is important to **dress** appropriately. Arrive neat and clean in business attire. A good choice is a solid color, neutral suit with a light-colored blouse or shirt. Men should wear a quality, small pattern tie. Women should wear small jewelry and minimal make-up.

Finally, know where you are going for the interview, and arrive just a few minutes early. Be courteous to everyone you meet while you are there. Their impression of a **candidate** might help influence the selection of a **top choice**.

Reading

2 Read the article. Then, choose the correct answers.

- 1 What is the main purpose of the article?
 - A to warn of common interviewing mistakes
 - B to suggest how to get an interview
 - C to offer advice on having a successful interview
 - D to compare different interview strategies
- 2 Which of the following is NOT advised in the article?
 - A practicing interviews with someone
 - B arriving an hour early
 - C wearing a nice suit
 - D giving succinct explanations
- 3 What does the article suggest will increase confidence?
 - A dressing appropriately
 - B researching the company
 - C being kind to everyone in the company
 - D doing a mock interview

Vocabulary

3 Choose the sentence that uses the underlined part correctly.

- 1 A The interviewer asked a lot of questions about management techniques.
B The candidate has worked here for ten years.
- 2 A He was confident in his ability to do the job.
B The woman was not hired because she had ideal qualifications.
- 3 A His answer was short and succinct.
B I have an interviewer with the company at 10:00.
- 4 A The man's applicant showed his education and experience.
B The man had a great interview.
- 5 A A college degree and years of experience are common qualifications.
B Dress questions before an interview.