

Reading: Looking for a job?

Looking for and finding a good job is always difficult. Of course the job should suit and fit you and, probably most important, it should make fun. But where do you find good jobs and how to behave in case you're invited to a job interview? Just go on reading to find out more. There are several ways how and where to find advertisements for jobs. They might either be posted in newspapers (daily and weekly ones) or on the Internet. Many companies also put job offers on their websites so it's useful to check interesting homepages from time to time. After having found a suitable advertisement for a job, you usually write a so-called letter of application. This is a formal letter to the company you want to work with, in which you present yourself, your education, your personal motivation and your goals. Try to "sell yourself" which means put yourself in the best possible light. You should always use positive adjectives to describe your character, like for instance being reliable, honest, ambitious, patient, hard-working and so on. If the company likes your letter of application, they might invite you to a job interview. Here again, always be polite and try to give your best!

Task 1: Spotting the audience

Who is that text interesting for? Tick the correct box.

1. For people who already have a good job which they like. ☐
2. For people who either don't have a job or look for a new one. ☐
3. For people who are still at school or at university. ☐

Task 2: Comprehension

Answer the questions in full English sentences:

1. According to the text, what characterises a good job? _____

2. Where can you find job offers? _____

3. What do I have to do if I want to apply for a job? _____

4. What should there be in a letter of application? What about the content? _____

5. What does the term "sell yourself" mean? _____
