



Otázka: Looking for a job

Jazyk: Angličtina

Přidal(a): Linda

Jobs:

- Nowadays there are a lot of various jobs, we could be almost anything, what we want
- There are jobs well paid, highly respected or badly paid and not respected
- There are two groups of job:
 - Blue – Collar jobs (manual workers)
 - White – Collar jobs (headmasters, doctors, teachers)

Applying for a job

- **Job advertisements** – newspapers, internet work agencies, job centres, employment agencies
- **A cover letter** – a letter of application, we can use some good phrases for example *I would like to apply for this job, because...* We must be polite, and tell, that we are interested in this job, we must tell, why we are good person for this job,....
- **A curriculum vitae (CV) and references** – it's letter or text, when we describe our life, what we did in a past, what is our name, how old are we,...

Tips for an interview



Get ready to answer frequent questions:

- *Why did you leave your last job?*
- *What exactly did you do in your last job?*
- *Why do you want to work for us?*

- relax and be yourself
- ask questions if you don't understand
- be positive
- speak clearly, keep eye contact
- arrive on time, do not be late
- dress up well for the interview

Women:

- Dress or skirt, some blouse or shirt
- Some nice accessories, but not some big and crazy
- It's better, when we have got dark or white or beige colors (not bold colors = výrazné barvy)

Men:

- Suit, tie, shirt, trousers,...