

# "HUNTING FOR A JOB"



МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ОДЕСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ  
імені І. І. МЕЧНИКОВА

ФАКУЛЬТЕТ РОМАНО – ГЕРМАНСЬКОЇ ФІЛОЛОГІЇ

КАФЕДРА ІНОЗЕМНИХ МОВ ПРОФЕСІЙНОГО СПРЯМУВАННЯ

## **HUNTING FOR A JOB**

Електронні методичні рекомендації  
до практичних занять та самостійної роботи для здобувачів  
першого (бакалаврського) рівня вищої освіти спеціальності  
051 Економіка.

ОДЕСА  
2024

УДК 811.111:331.535(076)

Н92

**Укладачі:**

**І.В. Рудік**, кандидат філологічних наук, доцент кафедри іноземних мов професійного спрямування факультету романо-германської філології Одеського національного університету імені І. І. Мечникова;

**М.Г. Тер-Григорьян**, кандидат філологічних наук, доцент кафедри іноземних мов професійного спрямування факультету романо-германської філології Одеського національного університету імені І. І. Мечникова;

**Рецензенти:**

**Н. А. Бігунова**, доктор філологічних наук, професор, завідувач кафедри теоретичної та прикладної фонетики англійської мови факультету романо-германської філології Одеського національного університету імені І. І. Мечникова

**О.В. Хромченко**, кандидат педагогічних наук, доцент кафедри граматики англійської мови Одеського національного університету імені І. І. Мечникова

*Рекомендовано вченою радою факультету романо-германської філології  
ОНУ імені І. І. Мечникова.*

*Протокол № від серпня 2023 р.*

**Н92 Hunting for a job** [електронний ресурс]: електронні методичні рекомендації до практичних занять та самостійної роботи для здобувачів першого (бакалаврського) рівня вищої освіти спеціальності 051 Економіка / уклад. І.В. Рудік, М.Г. Тер-Григорьян – Одеса, 2024. – 60 с. – 1,41 МБ.

*Методичні рекомендації розроблені для здобувачів першого (бакалаврського) рівня вищої освіти освітньо-професійної програми «Іноземна мова за професійним спрямуванням» для здобувачів першого (бакалаврського) рівня вищої освіти спеціальності 051 Економіка» для опанування матеріалу при підготовці до практичних занять, оформленні робіт при самостійному виконанні завдань*

УДК 811.111:331.535(076)  
Н92

© Одеський національний університет імені І. І. Мечникова, 2024

# Content

- I. Creating a professional online image across social media accounts
- II. Writing CV
- III. Crafting your professional pitch
- IV. Cover Letter
- V. Networking
- VI. Interview
- VII. Skills vocabulary
- VIII. Talking about experience and degree

Список рекомендованої літератури

## ВСТУП

Методичні рекомендації “Hunting for a job” призначені для здобувачів першого (бакалаврського) рівня вищої освіти спеціальності: 051 «Економіка».

Такі запити, як входження України в європейський освітній простір, вимоги сучасного ринку праці, попит на фахівців, здатних до самостійної роботи, системного мислення, креативності, з фундаментальними знаннями та практичними навичками, передбачають спроможність студентів спілкуватися та досягати власних комунікативних інтенцій як у академічному, так і у бізнес середовищі. Метою методичних вказівок “Hunting for a job” є формування у студентів загальних та професійно-орієнтованих мовленнєвих компетенцій для забезпечення ефективного спілкування під час обміну студентів або під час працевлаштування, а також у подальшій трудовій діяльності.

Передбачається, що студенти будуть здатні вибирати і сортувати релевантну інформацію стосовно навчання і працевлаштування, виявляти практичне розуміння мети, структури, загального і конкретного змісту і вимог щодо оформлення академічної і пов'язаної з працевлаштуванням документації та демонструвати розуміння існуючих правил і стандартних процедур під час проходження пов'язаного з працевлаштуванням інтерв'ю.

Пропоновані методичні вказівки містять шість розділів, які спрямовані на опрацювання всіх етапів підготовки ділового листування та усної комунікації не тільки під час працевлаштування, а й при встановленні нових контактів та надання інформації про себе у соціальних мережах. Зміст розділів відповідає темам змістових модулів робочої програми.

# CREATING A PROFESSIONAL ONLINE IMAGE ACROSS SOCIAL MEDIA ACCOUNT



## **What do recruiters look for online?**

If you are in the process of applying for a new job or considering changing jobs, you're probably thinking about updating your resume and polishing your interviewing skills. This is the traditional first step in the job or promotion seeking process, however we live in an information rich world that has evolved from even five years ago in terms of how employers make hiring decisions. Part of the initial steps like updating the resume is now upgrading and cleaning up your online image, particularly in social media. According to Career Builder's Annual Social Media Recruitment Survey, contrary to what job seekers think, employers are mostly looking for positives. 60% say they're looking for information that back up the candidate's qualifications, and 56% say they want to see if a candidate has a professional online persona. However, 21% do admit that they are in fact looking for reasons not to hire a candidate. Have you searched for yourself online lately? This is the easiest step you can take in assessing your current online image. Potential employers won't just search your name, but they will enter information from your resume like town or company into the search in an effort to confirm information or learn more about you. They will look and then click on likely the first page of search returns, and social media content always returns high on the list.

**What are the general rules to follow in all social media accounts?**



Upgrade your information to ensure the information you want to be found by potential employers is what they actually find.



Your name, unlike usual website search optimization rules that state that the URL counts in the ranking, so how high in the list it shows up in the returns when somebody searches your name, the real ranking for social media profiles happens with your name. Be sure to enter the name you want to be found under, Irena Adler, whatever name you put on your resume, be sure you use the same name in your profiles.



Your profile photo, remember, if you are updating your social media accounts for a recruiter, be sure to pick an image that portrays a strong professional image, something from the shoulders up or a professional head shot. Be sure to use the same picture as your profile photo across all social networks. That way, employers recognize you. Another thing that helps improve the search return when your name is entered is naming the profile photo itself, the actual file, with your name before uploading it. Be sure you have named it yourname.jpg or so, like in our case, Iren Adler.jpg.



Keywords, by keywords, we mean most commonly used search terms. Use the strongest search terms to describe your skills and experiences. Add the most important keywords to your LinkedIn profile title and your summary, for example. Add those same top keywords to skills and expertise and other sections, like interests, across all of your social media accounts, be consistent in those terms.

All of this effort will influence the search results that a recruiter will get when they type in your name. Your main social profile bio is usually just a sentence or two about you that says something personal. Update it to include your professional goals. Think of it as a perfect place to put your professional pitch and include those keywords. Don't skip the interests portion of your profiles. It seems like a professional may not care about what movie that you might be into or what books you read, but these sections allow you

to influence perceptions. Populate these areas strategically with those books or authors that are prominent in the industry you are applying for. This shows you are an active, engaged professional. Be selective and strategic about your posts, shares, and tweets. A good guideline, if your mother wouldn't approve of it, don't post it. Potential employers are making quick judgments and decisions without context. Be selective and strategic about your posts, shares, and tweets. Or simply lock down your accounts with your privacy settings. Something that is often forgotten is connecting and promoting the profile. Add your social networking profile links to your resume, your website if you have one, your email signature. Most importantly, don't forget to interlink your profiles with each other.



## **What makes a strong LinkedIn Profile?**

Since this is the best social media outlet to feature your professional successes, this is the most important account to spend time in perfecting. Remember to complete your profile. Fill-in each section with something. Don't leave any blanks. This is a place where you can include things constrained from your resume, just keep it relevant and appropriate.

Add the most important keywords to your LinkedIn profile title and your summary. Add those same top keywords to skills and expertise and other sections like interest across channels, but particularly in LinkedIn. Your Profile Name. Use your actual name here, the name that appears on your resume. Don't add additional information like titles or credentials. It's important not to do that in LinkedIn because it confuses the search function plus there are places in your profile to put that information that the search is trained to identify. So keep the name area clean with just your actual name.

Photos. Again choose a professional image and use the same picture cross all accounts that you appear. LinkedIn offers the opportunity to use what they call a background image, similar to the other images in other social media profiles. Now, let's get into some of the specific tips surrounding LinkedIn. Your professional headline is



the line under your name in your profile. LinkedIn defaults your professional headline to your current title and organization, but did you know that you can change that? Consider writing a strong but simple professional headline no more than 10 words and think about those key search term we mentioned earlier. What you write here can draw in a recruiter, influence the search within LinkedIn, and show that you are a savvy user who understands how to customize your content.

Another area you can customize in LinkedIn is your URL. The default for LinkedIn URL is LinkedIn.com/in your name followed by a series of numbers and letters that are random. So it's important to simplify your public URL and it's easy.

Instructions how to change your LinkedIn URL:

- Click the Me icon at the top of your LinkedIn homepage.
- Click View profile.
- On your profile page, click Edit public profile & URL on the right rail.
- Under Edit URL in the right rail, click the Edit icon next to your public profile URL.
- It'll be an address that looks like [www.linkedin.com/in/yourname](http://www.linkedin.com/in/yourname).
- Type the last part of your new custom URL in the text box.
- Click Save.

Go to the edit profile and right below your picture is that long and messy URL. It's real small. Click on that gear icon next to it. On the top right you'll then see a section titled Your public profile URL. Click on the pencil next to that messy URL and delete the unnecessary characters. Click Save. If your name is a common name and it doesn't allow that URL, consider adding your middle initial to personalize it further. You can use it on your resume and your email signatures as part of an interview presentation. Wherever you feel it's necessary to direct a prospective employers.

Complete your summary. This is an area that should draw a potential employer in to want to learn more about you. Consider using your professional pitch in this section. The important thing is to be concise and a bit creative in showcasing your achievements and your personality. I will include my LinkedIn bio for you to read in the shared folder for this course that you can get an idea of the ways to catch the attention of a recruiter.

The experience section of LinkedIn allows you to enter as much detailed information as you can write. But I want to caution you here. Recruiters aren't going to read it in great detail, so you need this section to be scannable by a potential employer. So for this reason, include only the most relevant work experience in history. You don't have to include every job you've ever had. In fact, as your career goals change so too should your listed experience. It's okay to leave items off if they're old and irrelevant as long as you aren't creating a large gap in time that can't be explained between relevant positions. So simplify the experience under each job as well. Bullet the information and make it scannable. Get recommendations. Connections and endorsements in LinkedIn are great but strive to have recommendations from past colleagues or bosses. This is more personal and interesting and likely more believable than a simple endorsement. They can often speak to your professional character not simply the tasks you are capable or skills that you have. This can be a powerful information for the recruiter. Share content by posting interesting articles that pertain to the industry you're trying to get a job in, something we've mentioned before under general rules.

Also consider following companies you want to work for. They will often take a look at their followers if they're an avid LinkedIn user to see if there are any potential candidates among them.



### **What makes a good Facebook Profile?**

First, you need to decide early on if Facebook is strictly a personal channel for you, or if it's a safe social environment for employers to view. If you decide to keep it personal, be sure to manipulate your settings and test it to ensure only the information you want to appear does appear. Facebook allows you to view as the public. I can't stress enough

how important it is to do this as a matter of practice regularly during your job search. If you decide to allow access, the same rules apply as LinkedIn. Complete your profile, fill in each section with something, don't leave any blanks. Keywords, use the same keywords you did in your LinkedIn. Consistency creates a strength. Your Profile Name, again, use your actual name if you want to be found. Facebook does allow you to change it in your account settings. Update it to be consistent if it isn't the same as LinkedIn. Photos. Use the same image as LinkedIn. Facebook has a cover photo also that like the background image in LinkedIn you want to choose something benign or neutral like a pattern or place or perhaps something seasonal. Stay away from quotes or personal images that can be read into without context. And of course again, be honest and consistent in your content and proofread. Because Facebook isn't traditionally meant for employment purposes, I do have a few tips of how to be sure your presence in this channel works for you while getting hired. Recruiters are going to go there to see what kind of information they might be able to dig up on a negative end. So first, you want to clean up your posts and your photo and video collections in your Facebook account. Be conscious of what you like, share and what content of yours is shared and liked. It all returns in a right search of your name and to be fair, it is really just judged out of context. So you think about some of the things you put up there that might be politically, religious driven, gripes about your current job. Facebook now offers an Intro option. This is located under your photo in your profile, so consider again your twee table bio or your professional pitch here. Consider using the same information from LinkedIn or even your Twitter friendly line or two that briefly describes you as a person and a professional. But remember, be consistent. List the same skills and keywords across social media accounts like LinkedIn that you've included in your resume. As things change, make sure you keep your profile up to date. Share interesting articles that pertain to the industry you're trying to get a job in. Follow the company pages and their competitors or their groups that you're interested in just like LinkedIn. Employers want to know that you're engaged. And of course, interlink your accounts. Include your personal LinkedIn URL that you just customized in your Facebook profile to ensure that they're looking for all that rich information on you in the professional channel.



## **What makes a good Twitter Profile, or what makes Twitter effective for you while job seeking?**

All the same rules apply. So, again manipulate your privacy settings if you think Twitter is a channel that you want to use to seek professional employment. Complete your profile, use the same keywords that you have in Facebook and LinkedIn. Your profile name should be appropriate and consistent with your resume and all other channels. Same rules apply for photos.

There are a few tips about Twitter:

- Strong, brief bio, craft their default biography because it limits you to 160 characters and use them wisely.
- Think about those key search terms you have been using in LinkedIn and Facebook. It should introduce you and give people viewing it an idea of why they want to follow you and what you have to say.
- Make a connection here by following, liking, retweeting, doing mentions through hash tags used by relevant industries. Every connection you make in every channel is a networking opportunity and networking is key to getting a job.
- Be active. Twitter is the most timely, almost real-time social media account out there. Your content will be missed if you aren't regularly engaged. Play to your audience. In this case you are speaking to someone who is looking to hire you.
- Treat your profile like a condensed interesting resume. Twitter and all other social accounts provide you an opportunity to share your professional history as well as your interests, passions and personalities. They're more robust than a resume and can really help you stand out if completed correctly. So, be creative and be proud of who you are.
- Keep content positive though. And of course, interlink your URL again, the LinkedIn URL that you used in Facebook. The more you use that, the more likely they're to be driven back to your professionally driven social media channel.



## What makes a good Goggle+ Profile

There should be no surprise here. All of the same recommendations which are given before and tips apply here to Google+. Manipulate your privacy settings, complete your profile, use the keywords, use appropriate profile names, be sure to use the same professional photos you've used, proofread, be honest, all of these things are important with Google+. Strong, brief bios and, of course, interlinking and including your LinkedIn URL, because ultimately you do want to drive everyone back to that professional profile in LinkedIn.

### How to improve your online persona.



**Step 1:** Assess your current social media accounts and create your social inventory:

- Assess your social presence.
- Look at the consistency across channels.
- Consider what names you are using.

**Here are some additional questions to ask yourself during this process:**

- Is there a consistency and are they appropriate?
- Are your profile images consistent?
- Are your bio's telling the same story?
- Are the images you post appropriate for a professional to see?
- Are you sharing too much?
- What are your current privacy settings?

Make a list of where you appear in social media. Include your profile names, handles and URL's. Review your profile information and decide if you have fully completed your profile for each social channel.

**Step 2:** Craft a powerful and concise social biography:

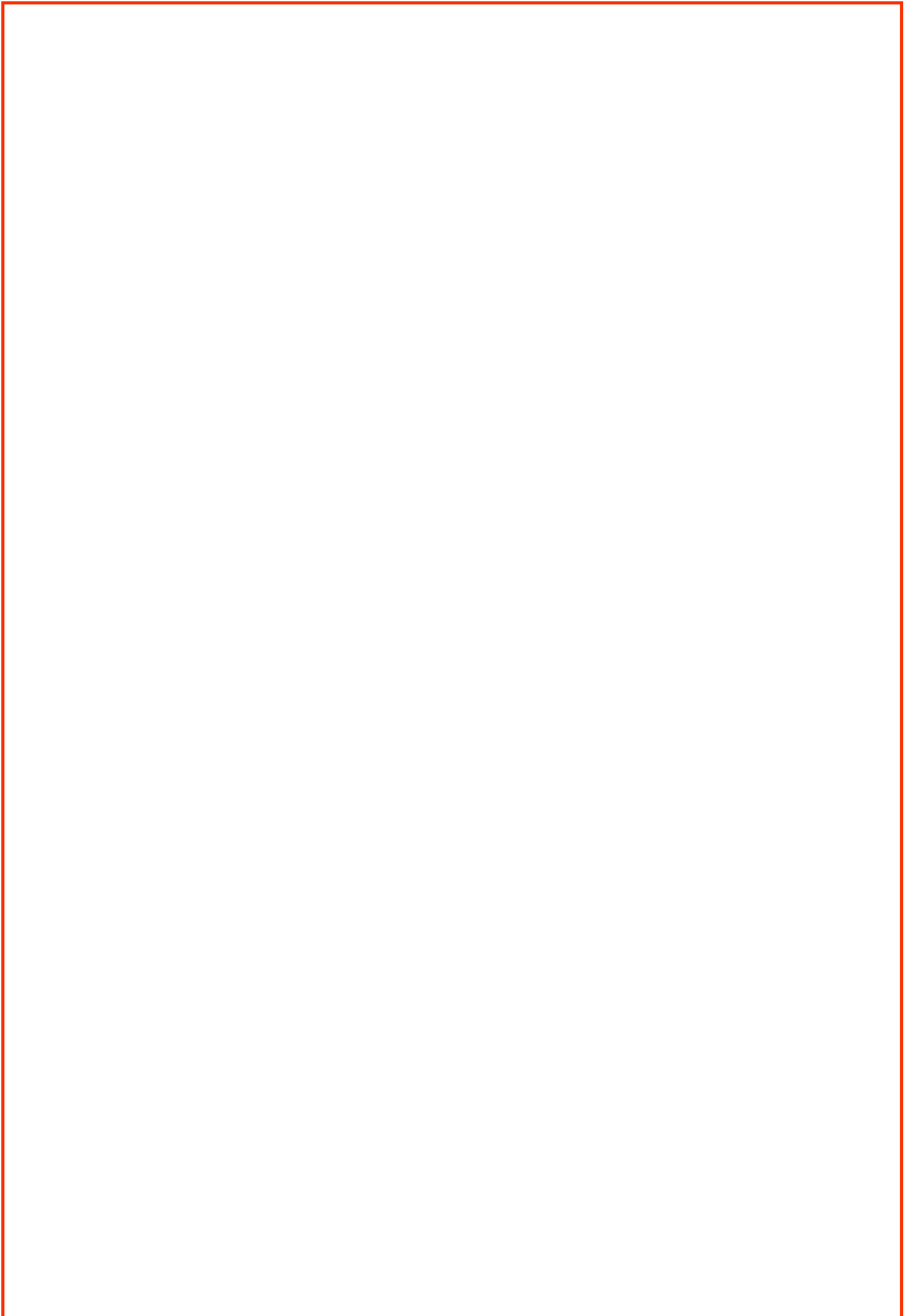
- Create a 160 character biography appropriate for a professional audience.
- Be sure to include at least 5 key search terms that potential employers or recruiters may be looking for (specific skills or titles for example).
- Tailor the tone of your biography according to the audience you are writing it for.
- LinkedIn should be the most professional, while Facebook, Twitter and Google+ may be more of a blended bio with personal touches.
- Be clear, concise, avoid abbreviations, cliché's and buzz words. Insert key search terms where appropriate.
- Show your personality and be a little creative. Employers are assessing how you may fit into the organization as well, not just if you can do the job.

**Step 3:** Summarize action you will take to polish E-image.

- Discuss discoveries made in the assessment of your current social media accounts and summarize action items you will take to polish your profiles and E-image.
- In two paragraphs, state what changes will you need to make to improve your social media image?
- State the specific changes that you will make to polish your social profiles to insure they present a strong professional persona.



Create your business social media accounts on Facebook, Instagram, Twitter, LinkedIn.



## WRITING CV.



### What is the difference between a resume and a CV?

The word *résumé* is French and means ‘summary’. It is a concise overview, generally just on one page, of your objectives and main achievements. (more often used in American English).

CV is a brief account of a person's education, qualifications and previous experience, typically sent with a job application.

A job or an employment application, or an application form is an official form that employers ask all applicants for a position to fill out. A CV is more like a technical description of a candidate.

### What type of CV is better?



**Traditional resumes** are important for traditional job fields, such as lawyers, CPAs, accountants and so on, for large organizations that may use application scanners. And those scanners actually go through and look for key words about your education, your GPA, your experience, all of the things that they're looking for to match their job description.





A **blended resume** will simply put a few highlights, maybe a couple infographic elements into your resume because about 49%, almost half of jobs have only 50 or fewer applicants.



**Infographic resumes** are for people in creative field, graphic designers, artists, but it goes beyond that. Really the key to getting hired is networking and to get a new job or promotion you need to know people, you need to meet people.

### **What is a template? Should I use one?**

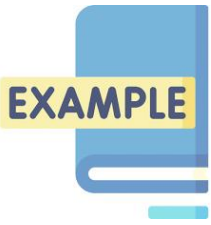
A template is a document that shows a layout and sample content. The template puts the information required into a specific order. You can easily find a lot of different traditional resume templates in Microsoft Word or Google.

Perhaps the three most standard templates are the various models provided by Microsoft Word, Europass and LinkedIn. In fact, the popularity and importance of LinkedIn mean that CVs are very likely to look more and more like a LinkedIn profile, in terms of both layout and content.

You have to balance your aim of making your CV stand out from the rest, with the recruiter's need to find information about you as quickly and as easily as possible.

If you use a good template:

- it will make it easy for you to compile your CV
- the instructions to the template will tell you what information to include, where to put it, and in what order to put it
- recruiters to find the information they want and to make quick comparisons between you and other candidates.



[Your Name]

[Street Address] | [City, ST ZIP Code] | [phone] | [email]

## Objective

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

## Education

- [School Name, City, State]
- [Degree] | [Date of Graduation]
- [Major]
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors]

## Experience

[Dates From] – [To]

[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Dates From] – [To]

[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

## Awards & Acknowledgements

- [Don't be shy – list the acknowledgments you received for a job well done.]

Let's take a look at taking the same information and trying to at least pull out some really important points that you want a hiring manager to see and highlight them. It can be key words taken right from the job description or using a little bit of a smaller font. This is really going to allow somebody that's in a hiring position that might have 30 to 50 resumes sitting in front of them to immediately identify why they want to hire you over the other candidates.

---

## **IREN ADLER**

+38050123456  
irenadler@gmail.com

### **Professional Summary**

- Innovative Lawyer with a passion and dedication to justice.
- Highly organized, and skilled in public speaking.
- Bringing forth a proven track record of achieving favorable outcomes for clients.
- Adept in preparing for trials, reviewing documents, and effectively presenting cases in court.
- A strong leader who works well under pressure, and understands the complexities of the legal system.

### **Education**

Master's degree in Law Odessa I.I. Mechnikov national university  
2015-2021  
Graduated with the high honors

### **Employment history**

Six months training contract with law firm "Law Buro"  
*Lawyer 2021-2022*

- Analysed laws in relation to the situation of a client.
- Prepared legal documents without error and in a timely manner.
- Counselling clients about the law and legal options.

**Languages:** Ukrainian native, English very good command

**Skills:** communicative, legal research, mediation.]

---

## **What is a blended resume?**

We take all of the elements we had in our traditional resume, and we add in some infographic elements. We can use a generic icon to represent the applicant, we can use a few icons to represent the address, the email, and the phone number. Take a little bit of space to write in things like creative force, proven leadership. These are words that could get into a hiring manager's head and they could look at your resume completely differently than they would look at a traditional resume that looks like everybody else's. The Microsoft Office templates can be used, it has the area to list your professional affiliations which can be important in some fields. In some professional field being a part of the Association is very important. Also, you can listed some of the software skills using icons instead of listing the words. And then you can add a list, not only just regular education but line up continuing development, continuing education and trainings that person has completed. For example: Coursera or MOOCs on different topics within your professional field.

# IREN ADLER

## Skills:

- Ability to Work in a Team
- Mediation
- Legal research
- Fast learner

## Profile

Innovative **Lawyer** with a passion and dedication to justice.

- Highly organized, and skilled in public speaking.

## EMPLOYMENT HISTORY

2021 — 222

• Lawyer • Law Buro

- Analysed laws in relation to the situation of a client.
- Prepared legal documents without error and in a timely manner.
- Counselling clients about the law and legal options.

## EDUCATION

Odessa I.I. Mechnikov national university, Odessa, Ukraine  
2015-2021



Graduated with the high honor



irenadler@gmail.com



+38050123456



LinkedIn.com/  
irenadler



Irenadler

## Languages

Ukrainian native, English B2

## COURSES

Coursera  
A Law students Toolkit

YALE UNIVERSITY

## What is an infographic resume?

It includes all of the elements we have covered in the traditional resume. The professional experience, your contact information, your degrees and certificates, your listing of software skills. But we've also added in professional development experiences and also listing where you got them and what the date's where. We've added in honors and awards, memberships and again, your social media contacts.

Analyse the pros and cons of using an infographic resume in your profession answering the following questions:

1. What are the benefits of making an Infographic or Blended resume?
2. Do I still need a traditional resume?
3. What do recruiters look for in hiring new employees?
4. How can I use an infographic resume to get promoted?
5. How do I edit the templates with my own information?



Upon completion of the unit you will have to create your own traditional, infographic and blended resumes.



# Iren Adler

## Employment history

2021 — 222

• Lawyer • Law Buro

- Analysed laws in relation to the situation of a client.
- Prepared legal documents without error and in a timely manner
- Counselled clients about the law and legal options.

## Education

**Odessa I.I. Mechnikov national university, Odessa, Ukraine**  
2015-2021



Graduated with the high honor

## Skills



Microsoft Office



Excellent Speaking Skills



Ability to Work in a Team



Mediation



Legal research



Fast learner



Odessa, Ukraine



+380501234567



irenaadler@gmail.com



www.adler.com

## Languages

Ukrainian native, English B2

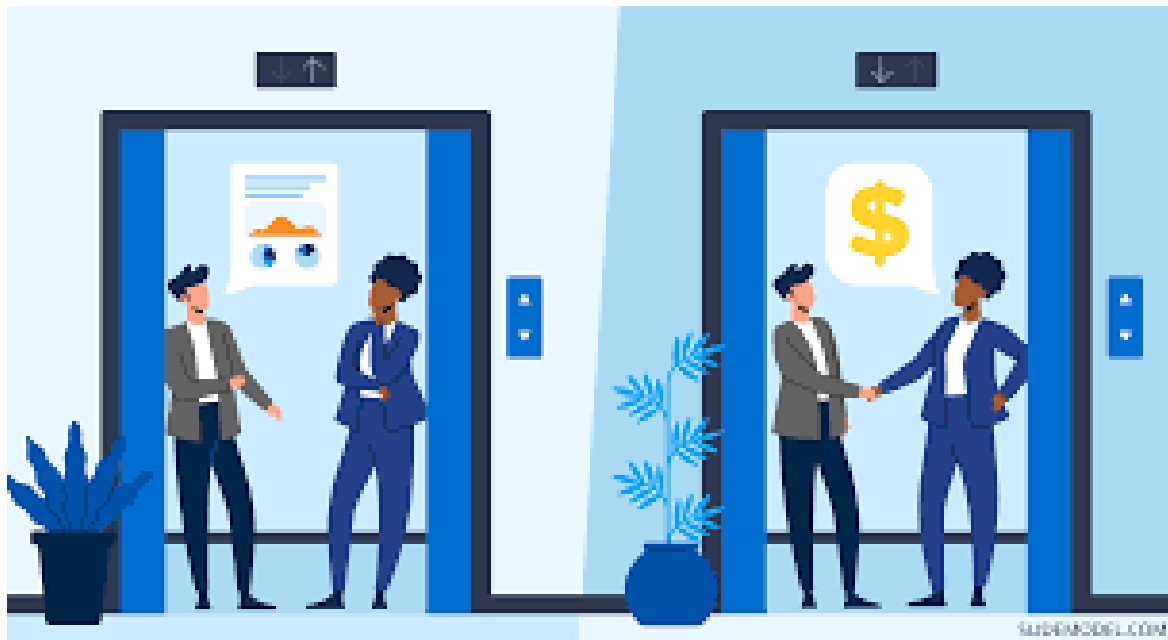
## Courses

Coursera

A Law students Toolkit

Yale University

## CRAFTING YOUR PROFESSIONAL PITCH



### **What is a professional pitch and why do I need one?**

A concise statement that effectively conveys your strengths and skills. Have you ever heard the term elevator pitch? A professional pitch is like an elevator pitch. Basically, a brief statement that is quick and impactful and that highlights your strengths and skills. The term elevator pitch is often used to promote a product, a service, an organization, or an event and it is value proposition. Whereas a professional pitch is used to promote yourself and your value. According to a recent national recruiter's survey, recruiters find 56% of their best candidates through social and professional networks. You never know when you might meet someone that can help you to get hired or promoted. Being prepared turns luck into opportunity. A professional pitch is essential at a job interview.

During an interview, when the interviewers ask, tell me about yourself or is there anything else you'd like to tell us? You will be ready to state exactly what you can do and what you intend to do for them.



So, what makes up an effective professional pitch? Essentially, three main points should be included in your professional pitch. Who you are and what you do. What you are good at, ideally with examples or evidence. And what you are looking for.

### **Which is the Pitch?**

The CEO sits down next to you and asks his favourite cafeteria question. "Who are you and what do we pay you to do?" Which of the following is closest to your most likely response:

- a) "Hi, I'm Meredith from accounting".
- b) "Hi, I'm Meredith Ricardo, director of Accounts Receivable."
- c) "Hi, I'm Meredith Ricardo, director of the department that makes sure our receivables are under 30 days so we have enough cash to keep growing."

If you're like so many employees and would answer along the lines of the first or second example, you need a pitching coach... an elevator pitch coach to be exact. Why is the third response a better response than the other two? A great elevator pitch meets four criteria:

1. It is short and interesting.
2. You use your full name.
3. You fully title yourself.
4. Make sure that you're incorporating The Missing 33% into your introduction.

An elevator pitch, whether for the CEO or a stranger on an airplane, is the opportunity to demonstrate how you create value for customers, shareholders, and/or employees. It's not about what you do; it's about why you do it!

- ✓ I'm project lead on the new product that is going to open the Asian market and drive our growth goal in the region.
- ✗ I'm a new product project leader.



You can't have one elevator pitch. You have to be able to modify it for your audience.

### **Tips and suggestions for describing your strengths and skills.**

If you can't find the right language to use when talking about your strengths and skills try these suggestions:

I have a knack for...

I am talented at...

I have an ability to....

I have a strong penchant for...

I have a plethora of experience in....

Consider stating your aspirations using these prompts:

I am hoping to find a position in the field of .....

I am looking for opportunities for me to develop...

I am seeking Insight on how I can apply my talents in the area of...

### **Describing Your Accomplishments**

Accomplishments are an important foundation for communicating what you have done, why you fit, and what you offer an organization.

- Accomplishments indicate specifically what you have achieved during your career.

For example:

- A task you performed on a regular basis.
- A project you managed.
- A team in which you participated.
- A sale for which you were responsible.
- A portfolio you managed.
- An award you received for a specific process.

- Accomplishments are used throughout the career development process.
  - Foundation of your resume to highlight skills, capabilities, and results.
  - Bulleted or described in your letters to identify what you can do for the organization and why you are a good fit.
  - Summarized and spoken in your 60-Second Commercial, interviewing, and other networking situations.
- In thinking about which accomplishments to highlight, consider what you want to do in addition to what you did.

Orient your accomplishments toward your desired audience and the skills they need. – This requires a clearly articulated sense of purpose plus an understanding of the needs of the individual, industry, position, or sector.

Six general guidelines can help you in writing your accomplishment statements.

- Begin with stimulating action verb (see List of Power Action Verbs)
- Write in the past tense.
- Show result gained from your action.
- Be brief, yet stimulating.
- Demonstrate what you are proud of.
- Suggest what skills you used

It may be helpful to refer to job descriptions and your performance appraisals to recall what you did in each position.

Accomplishments are compiled in three parts.

- *Situation:*
  - Why did you take the action?
    - It was inefficient.
    - It was too slow.
    - I wanted to learn a new skill.
    - Other.
- *Action:*
  - Did I create something new?
  - What did you do under that job description?
  - What tasks did I perform?

– Did I train someone?

– Did I coordinate something?

– Other.

• *Result:*

-What benefit did you create from that action? (quantify where possible)

– Did I reduce costs?

– Did I improve productivity?

– Did I save time?

– Did I receive an award for something special?

• What *skills* did I use to do this?

– **Technical skills** that relate to specific performance of tasks (computer, publishing, analytical, etc.)

– **Functional skills** that are obtained by virtue of the field, industry, or sector in which one works (HR, finance, marketing, government, finance, health care, etc.)

– **Administrative skills** that are the managing “getting the job done” skills (organization, leadership, project management, facilitation, communication, etc.)

- *Accomplishment statements* include only the Action and Result; the others are implicit.



I. Think about whom, when and what for can be used such pitch.

Drafted a wide range of testimony, speeches, and opinion-editorials concerning energy and defense related issues.

- Job Title \_\_\_\_\_
- Situation: \_\_\_\_\_
- Action: \_\_\_\_\_
- Result: \_\_\_\_\_
- Skills: \_\_\_\_\_
- Accomplishment statement: \_\_\_\_\_

II. Develop your professional pitch.

# COVER LETTER



## What is a cover letter?

A cover letter is the letter that you send along with your CV to a potential employer. A cover letter can be a printed document or an email.

The main aim of a cover letter is to convince the reader to look at your CV. You can do this by giving the HR person the impression that by hiring you their company will improve its efficiency, production and sales, or that you will contribute unique knowledge to a research group.

There is a chance that the recruiter will not even read your cover letter or they may read it after the CV.

However, if they do read the letter first and they don't like what they read, they probably won't look at your CV. Thus, the cover letter is extremely important.

When you are applying for a job online, you may not need to write a cover letter.

## What does a recruiter expect to find in a cover letter?

The recruiter wants to know:

- what job you are applying for (and perhaps where you saw the advertisement); alternatively, who gave you their name
- why you are interested in this field / company
- how your skills and experience directly apply to the advertised job
- the benefits for the company
- that you know something about the company
- how you might fit in both in terms of your skills and your personality

The recruiter wants to receive this information as fast and as easily as possible. This means that your letter should be well laid out and organized, and should be short and concise.

### **Can I use the same cover letter to several companies?**

No.

Your CV and your cover letter should both look as if they have been written for a specific company. This only entails changing a few details so that your qualifications are a better fit with the requirements of the employer.

In any case, be very careful when using the same cover letter for several companies – ensure you change the address, date, name of person you are writing to, and any references to the company.

Never send a photocopy of your cover letter – each letter you send should be printed separately.

### **1. What subject line for an email should I use for an advertised position?**

Your subject should include:

1. the position you are applying for
2. where you saw the advertisement (put this information in brackets)

**EXAMPLE****Application for assistant of judge (LinkedIn)**

Internship in Prof Adler's department (ad on your website, 7 Mar 13)

The reason for you putting where you saw the job advertised is purely for the company's own internal statistics. It helps them to decide the best location for their adverts.

### **Who should I address my email to?**

If you are applying online directly on the company's website, then there is no need to address the email to anyone. So simply begin your email with no salutation.

✘ Do not write: *hi, hello, good morning, etc.*

The strategy is to write the least amount possible in order to avoid mistakes. For example, you might think that an initial salutation would be:

*Dear Sirs*

*Ladies and Gentlemen*

but the above two examples would be totally inappropriate in an email and would have a negative impact on your credibility. So, if you don't put a salutation, you cannot make any mistakes in English, spelling or level of formality.

### **What is the typical structure of a cover letter?**

Your letter can be organized as follows:

- say what position you want (and where you saw the job advertised)
- say what you're doing now, and when your current position will end

- provide a very brief selected past history that will interest the reader and give you credibility
- show that you know about the company and highlight the benefit for them of having you in their team
- brief ending – further details can be given in the next email. Many CV / resume experts, recommend using an assertive ending in which you state that you will be telephoning to arrange an interview. They claim that this will show initiative. Other experts disagree. There is no benefit of doing this – it is the company’s prerogative to suggest an interview, not yours.

### **How should I write a letter for a position in business?**

Below is an example of how to apply for a position in business or industry. It also shows a possible layout. Also, you can use any of Microsoft templates.





Their address

Date

**Application for name of position of job (this line all in bold)**

Dear name of person (find out HR from website)

I saw your advert for a name of position on your website / Facebook etc.

Alternatively, if you have been given the name of the HR person by a mutual third party then you can write: Iren Adler, who works in law department, has told me that you have a position available as a....

I think I may have the qualifications you are looking for because:

- 1.
- 2.
- 3.

I would particularly like to work for.... because (write additional information that you have not written in a, b, c above. The idea is to show that you know about the company and you would fit in perfectly with them

I am attaching my CV along with references from various professors and employers. I would be available for interview from November 22 (when I finish my current contract at Law Buro).

I look forward to hearing from you

Signature

Iren Adler

## What should I do if the recruiter specifically requests not to use a cover letter?

If you are doing an online job application at a recruiter's website then there may be no opportunity to send a cover letter along with your CV. Also, some employees may ask you not to send a cover letter.

This means that some of the information that you would otherwise have put in a cover letter has to be incorporated into your CV. The main missing information is likely to be your demonstration that you have certain soft skills.

Below is an example of how to integrate some of your soft skills into the body of your CV.



**Jul 2021–Sep 2022: Law Buro, Odesa, Ukraine**

*Worked as a lawyer at Law Buro in the Stevedoring Division under the supervision of Iren Adler. Headed up various small internal work groups. Law Buro conduct legal support in launching the new project in Odessa Sea Port. Part of my duties included draft contracts and make the presentations of projects to partners.*



Write a cover later.

# Networking



## What does networking mean?

Networking means to interact with other people who can help you in your career. You exchange information and get to know more and more people.

These people can connect you with other people. The idea is that you may find a job, or do better in your current job, because you met these new people.

## How to create a good network?

A good way to start is to find something that you have in common with the person you are talking to. It can be places, interest or person. Networking is also about creating a network where people help each other. If you can help someone solve a problem, you will be an asset to that person.

Ask yourself these questions:

- What can I offer a contact?
- What are my strengths?
- How can a new contact help me?
- What issues, problems am I facing?

If someone could help you solve a problem it will become an asset to you.

A good networker is someone who listens well. This will help you find out what you have in common with or how you might be able to help the other person.

If you receive a business card from someone, write down something interesting about the person or the topic of conversation on the back of the card. This will help your remember details if you decide to follow up with the person later.

A good network means that you can connect with other people. Think about how you can make connections between your contacts. For example, if you know someone who can help solve someone else's problem, you become an asset to both people.

If you follow up with someone you've met, even if it's just a quick email, it will strengthen the connection that you've made.



**Read the conversation. Notice how speaker A shows good networking skills.**

- *So, how's business going?*
- *Great. We're even thinking of expanding into California.*
- *Really? Listen, I know someone who has a lot of experience in retail in San Francisco. She might be able to give you some tips.*
- *That would be very helpful. Well, do you have a card?*
- *Sure. Then if it's okay, I can pass on your contact details to her.*
- *Definitely. I appreciate it. Here you are.*
- *Thanks. And here's mine.*

## What is the social networking?

These days people don't just connect face to face. A lot of connections are made online through social media. This is called social networking.

Create a professional profile on LinkedIn, and then invite people to connect with you. You can then send messages directly to your contacts in LinkedIn.

You can also ask for introductions to other people through LinkedIn, follow a contact on twitter or invite someone to follow you. Maintain good connections by replying to a tweet or retweeting.

You can also use Facebook to connect with professional contacts. It might be a good idea to create two accounts, one professional and one personal.

Commenting on or just liking a contact's post shows that you are keeping your connection active.

Remember, it is still important to keep your network active by sending individual messages to contacts from time to time. Even if it's just a quick message.

Also remember that a good network is someone who doesn't make contacts just for their own benefit.



Read one half of a conversation between two people who have just met at a conference. Then complete the missing half and be ready to roleplay it. Fill in for Speaker B, using the information you have learned.

A: You're from Seattle? We're opening a new office there soon.

B: ...

A: That would be great. What's the best way to get in touch?

B: ...

A: And let me give you my card.

B: ....

A: Oh. I see you're on LinkedIn, too.

B: ...

A: Of course.

B: ...

A: Really? Twitter. What do you tweet about?

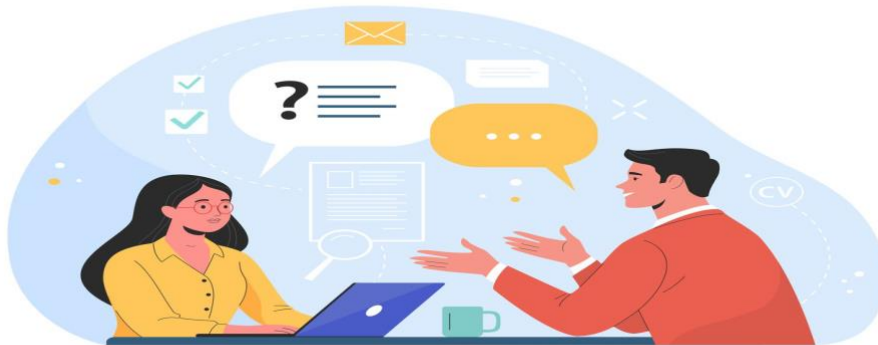
B:...

A: Interesting. I'm not on Twitter, but I actually write a weekly blog about the coffee business.

B:...

A: Definitely. It would be great to talk about coffee with her. Let her know she can contact me any time.

# INTERVIEW



## What type of interview can you face?

### Type of interviews:

- **Screening interviews** are conducted to provide the employer an initial impression of your attitude and interest and eliminate candidates based on essential criteria. Screening interviews may be conducted by phone or in-person.
- **Selection interviews** features in-depth questions to evaluate your qualifications for position and your ability to fit in. There may be more than one interview at this stage.
- **Group or panel.** Several people ask questions on your qualifications and assess how you fit with the team. The interview may include other candidates for the position.
- **Behavioral.** The interviewer will ask questions that require you to describe how you have handled a work-related situation. Think of a few examples ahead of time.
- **Work sample.** You may be asked to provide samples of your work, such as a portfolio display, a presentation, solving a typical problem, or other demonstration of your skills.

- **Peer group.** You may be asked to meet with your prospective coworkers to determine how you fit with the team. Treat every member of the team with respect and try to build a rapport with each person.
- **Meal.** This interview may be conducted in a restaurant to assess how well you handle yourself in social situations. Pick easy things to eat so you can answer the question and pay attention to conversation.
- **Stress.** Questions intended to make you comfortable and to test how you will handle stress job. Don't take anything personal.
- **Video conference.** Uses technology for «person-to-person» interview by video. Allows people from different locations to interview without travelling. Practice before a video camera, mirror or via Zoom etc.

## How to make a good impression.

### Step I. At the reception.

Hello. Good afternoon.

My name is / I'm Iren Adler.



I have an interview schedule with Tomas Anderson at 2 p.m./ I'm here for the 2 p.m. interview with Tomas Anderson for the accountant position.

### Step II. Meeting the interviewer.

Hi, Chris. I'm Alex. Thank you for coming here.

Hi, it's pleasure to meet you, Alex. My name is Chris.



### Step III. Saying goodbye.

It was a pleasure meeting. I really appreciate your time today.

Thank you for a great conversation. It was great to hear more about position.



## Is your posture an integral part of your nonverbal conversation?

- **Sit all the way back in your seat.** Sit firmly and lean your back straight against the chair. It's the first thing Glass recommends — an automatic signal of assurance and confidence. If you're a natural sloucher, pretend there's a string pulling you up from the crown of your head.
- **Don't go for direct eye contact.** Instead, go for "direct face contact," Glass recommends. A more effective way to ensure you look interested and engaged is to look different parts of someone's face every two seconds, rotating from eyes, to nose, to lips, so you're never just drilling into the interviewer's eyes.
- **Use hand gestures while speaking.** If you're not sure what to do with your hands, go ahead and gesture while speaking. "When you're really nervous, you tend to want to hide your hands because they express your anxiety," Wood says. Keeping your hands hidden can be misinterpreted as distrustful behavior.
- **Show your palms.** When your palms are up, it signals honesty and engagement. The limbic brain picks up the positivity, which will make the interviewer comfortable, Wood says. "It's one of the reasons we shake hands, to show the open palm," Wood says. "It's so tied to survival instincts ... If we don't see open palm gestures, it puts us on our guard." In general, upward-facing body language, such as open palms, smiles and straight posture, also makes you look energetic, Glass says.
- **Plant your feet on the ground.** Wood and Reiman both recommend keeping feet firmly on the ground. Women should never cross at the knees, but rather the ankles, "as this allows them to switch if necessary without being obvious." There's also a scientific benefit to keeping your feet on the ground," Wood says. "It has to do with being able to go back and forth easily between the limbic reptilian brain to the neocortex brain." In layman's terms, planted feet can help you go between creative thought and highly complex rational thought.
- **Work on your walk.** Interviewers often make a hiring judgment within the first 10 seconds of meeting you, Wood says. How you walk into the room is a part of that judgment. "Shoulders pulled back and neck elongated, each stride should be roughly one to two feet wide," Reiman says. "Walk directly toward the person you are meeting with every body part pointing in his direction, maintaining eye contact with occasional breaks to the side."
- **Breathe deeply, and speak on the exhale.** One way to soothe interview nerves is to breathe properly. Reiman, Wood and Glass all recommend focusing on the breath as a vital

part of the interview process. Glass recommends inhaling when the interviewer asks you a question, then speaking on the exhale, following the air flow. "Deep breathing engages our parasympathetic reaction, which calms us down," Reiman says. She recommends taking 10 deep, diaphragmatic breaths before the interview, because it "reduces our heart rate, blood pressure and stress hormone level."

- **Nod your head while listening.** Aside from keeping eye and face contact, nodding your head while listening is an additional way to show attentiveness. "Nod your head occasionally to let them know you are enjoying and understand what is being said," Reiman explains.
- **Lean in.** Leaning in is a natural thing to do when you're engaged in a conversation, Wood says. Reiman suggests the same — leaning slightly forward (keeping your shoulders back and down, and your chest high) demonstrates interest.

## What questions can you be asked?

### The star technique-answering questions

The star technique is a method that helps to prepare for and answer the job interview questions. Follow these steps and you will ace your job interview in English.



#### Step I. Prepare

Research the company thoroughly. During the interview, listen to questions carefully.

#### Step 2. Situation

# S



#### Situation

Fill in details of the specific event

#### Step 3. Task

# T



#### Task

Explain your responsibility in that situation

#### Step 4. Action

# A



#### Action

Describe how you accomplished the task

#### Step 5. Result

# R



#### Result

State the impact of your actions



## List of possible questions with tips.

### 1. Tell about yourself.

**Tip:** Your interviewers will likely start out with a question about yourself and your background to get to know you. Start out by giving them an overview of your current position or activities, then provide the most important and relevant highlights from your background that make you most qualified for the role.



The simplest way to answer this question is using “present -past-future formula”

- I am in charge for....
- I am responsible of ...
- I handle .....
- I deal with ...
- I manage ...
- I have...

Present

I am currently an accountant at X company where I handle the top performing client. In my current position I manage a team of 5 people. My team include .... My department is responsible of ....

Past

Before that, I worked as... where I was in a charge of.... I successfully managed ... I have spent 7 years developing my skills. I have been promoted twice. (achievement)

Future

I believe this experience has prepared me for... to take the next step and pursue a management position. Although, I love my current role, I feel ready to move to more challenging position.

## **2. How would you describe yourself?**

**Tip:** When an interviewer asks you to talk about yourself, they're looking for information about how your qualities and characteristics align with the skills they believe are required to succeed in the role. If possible, include quantifiable results to demonstrate how you use your best attributes to drive success.

## **3. What makes you unique?**

**Tip:** Employers often ask this question to identify why you might be more qualified than other candidates they're interviewing. To answer, focus on why hiring you would benefit the employer. Since you don't know the other applicants, it can be challenging to think about your answer in relation to them. Addressing why your background makes you a good fit will let employers know why your traits and qualifications make you well prepared.

## **4. Why do you want to work here?**

**Tip:** Interviewers often ask this question as a way to determine whether or not you took the time to research the company and to learn why you see yourself as a good fit. The best way to prepare for this question is to do your homework and learn about the products, services, mission, history and culture of this workplace. In your answer, mention the aspects of the company that appeals to you and align with your career goals. Explain why you're looking for these things in an employer.

## **5. What interests you about this role?**

**Tip:** Like the previous question, hiring managers often include this question to make sure you understand the role and give you an opportunity to highlight your relevant skills. In addition to thoroughly reading the job description, it can be helpful to

compare the role requirements against your skills and experience. Choose a few things you particularly enjoy or excel at, and focus on those in your answer.

## **6. What motivates you?**

**Tip:** Employers ask this question to gauge your level of self-awareness and ensure your sources of motivation align with the role. To answer, be as specific as possible, provide real-life examples and tie your answer back to the job role.

## **7. What are you passionate about?**

**Tip:** Much like the previous question about motivation, employers might ask what you are passionate about to better understand what drives you and what you care most deeply about. This can both help them understand whether you are a good fit for the role and if it fits into your larger goals. To answer, select something you are genuinely passionate about, explain why you're passionate about it, give examples of how you've pursued this passion and relate it back to the job.

## **8. What are your greatest strengths?**

**Tip:** This question gives you an opportunity to talk about both your technical and soft skills. To answer, share qualities and personal attributes and then relate them back to the role for which you're interviewing.

## **9. What are your greatest weaknesses?**

**Tip:** It can feel awkward to discuss your weaknesses in an environment where you're expected to focus on your accomplishments. However, when answered correctly, sharing your weaknesses can show that you are self-aware and want to continuously get better at your job—traits that are extremely attractive to many employers. Remember to start with the weakness and then discuss the measures you've taken to improve. This way, you're finishing your answer on a positive note.

## **10. What are your goals for the future?**

**Tip:** Hiring managers often ask about your future goals to determine whether or not you're looking to stay with the company long-term. Additionally, this question is used to gauge your ambition, expectations for your career and your ability to plan ahead. The best way to handle this question is to determine your current career trajectory and how this role plays into helping you reach your ultimate goals.

### **11. Where do you see yourself in five years?**

**Tip:** Understanding how you imagine your life in the future can help employers understand whether the trajectory of the role and company fits in with your personal development goals. To answer, provide general ideas about the skills you want to develop, the types of roles you would like to be in and things you would like to have accomplished.

### **12. Can you tell me about a difficult work situation and how you overcame it?**

**Tip:** This question is often used to assess how well you perform under pressure as well as your problem-solving abilities. Keep in mind stories are more memorable than facts and figures, so strive to “show” instead of “tell.” This is also an excellent opportunity to show your human side and how you're willing to go the extra mile without being asked.

### **13. Why should we hire you?**

**Tip:** While this question may seem like an intimidation tactic, interviewers generally bring this up to offer you another opportunity to explain why you're the best candidate. Your answer should address the skills and experience you offer and why you're a good culture fit.

### **14. Do you have any questions?**

**Tip:** This might be one of the most important questions asked during the interview process because it allows you to explore any subject that hasn't been addressed and shows the interviewer you're excited about the role. By this point, you'll likely have already covered most of the basics about the position and the company, so take time to

ask the interviewer questions about their own experiences with the company and gain tips on how you can succeed if hired.

### 15. How do you handle stress?

**Tip:** This isn't a trick question to see if you get stressed at work or not. Rather, how you handle a stressful moment is an indicator of your ability to solve problems. Employers want to hire candidates who react to stress in a constructive manner, so it's important that your answer to this question demonstrates personal growth.



**I. Write your own endings to each of these sentences so they are true for you.**

1. In my last job, I was responsible for

---

---

---

---

2. I am used to

---

---

---

---

3. This period of employment gave me experience in

---

---

---

---

4. When I was at the university/my prior job, I used to

---

---

---

---

5. I feel I am determined

---

---

---

---

6. I can work

---

---

---

---

7. I am able

---

---

---

---

8. I am always ready

---

---

---

---

Question	Clear	Explicit	Audible	Concise	Truthful	Active language	Body language

**II. In groups of two role play a job interview.**

Student A, you are the interviewer. You should select the questions and ask them. Student B, you are the candidate. You should answer the questions honestly. Students C, you are the observer. You should make notes on the candidat's answers. Use this table to fix the answers tick or cross. If possible, record the interview, this helps to identify your individual strengths and weaknesses. When you have finished, the observer should give feedback on the candidate's performance. Swap roles and practise again.



# Skills vocabulary



## Main skills and qualities employers look for

### communication skills (oral and written)

This means you can:

- speak effectively
- ask meaningful questions
- express ideas and opinions persuasively
- interpret different points of view
- write good English provide suitable feedback to verbal and

**Adjectives** and **nouns** that describe people with these skills:

accurate  
articulate  
communicative  
expressive  
persuasive

**Verbs** you can use to write or talk about these skills:

address  
articulate  
author  
communicate  
compose  
consult  
contact  
convince  
correspond  
draft  
edit  
explain  
express  
formulate  
influence  
interpret  
negotiate  
outline  
persuade  
present  
promote  
propose  
respond

## Interpersonal skills

This means you can:

- relate to and deal with other people
- resolve conflict

**Adjectives and nouns** that describe people with these skills:

troubleshooter  
supportive

**Verbs** you can use to write or talk about these skills:

counsel  
encourage  
guide  
listen  
mediate  
motivate  
resolve  
negotiate  
perceive (feelings, emotions)  
support

## Teamwork skills

This means you can:

- work with other people productively
- share information
- support and represent other team members
- be open to colleagues' ideas
- shoulder your fair share of the work

**Adjectives and nouns** that describe people with these skills:

team player  
enthusiastic  
supportive

**Verbs** you can use to write or talk about these skills:

aid  
assist  
collaborate  
contribute  
co-operate  
participate (in)  
represent  
stand in (for)  
support  
take part (in)

## Organisation, management and leadership skills

### This means you can:

- supervise, direct and guide other people
- follow a plan through
- lead a team towards goals
- do more than one thing at a time

### Adjectives and nouns

that describe people with these skills:

assertive  
creative  
detailed thinker  
goal-oriented  
leading  
managerial  
methodical  
multitasking  
(well-) organised  
responsible  
results-oriented

Verbs you can use to write or talk about these skills:

appoint  
arrange  
assign  
attend to details  
authorise  
brainstorm  
chair (meetings, discussions)  
consolidate  
co-ordinate  
decide (on)  
define  
delegate  
develop  
direct  
encourage  
establish  
execute  
follow through (on)  
follow up (on)  
handle (details or questions)  
implement (decisions)  
judge  
lead  
manage (other people)  
meet (goals, deadlines)  
monitor  
motivate  
obtain  
order  
oversee  
prioritise  
share  
run (meetings)  
schedule  
streamline  
supervise  
verify  
work collaboratively

## Initiative

This means **you can**:

- see what needs doing without being told
- do something beyond your job description
- make decisions on your own be spontaneous

**Adjectives and nouns** that describe people with these skills:

dynamic  
independent  
pro-active  
quick learner  
quick thinker  
self-accountable  
self-aware  
self-managing  
self-motivated  
self-starter  
spontaneous

**Verbs** you can use to write or talk about these skills:

decide (for yourself)  
found  
initiate  
manage (your own time)  
prioritise  
seize (opportunities)  
take (the initiative)  
think on your feet  
work on your own

## Adaptability

This means **you can**:

- learn new methods
- learn new skills
- be open to new ideas
- not feel threatened by change

**Verbs** you can use to write or talk about these skills:

Accept adapt (to) adjust (to) change learn relocate

**Adjectives and nouns** that describe people with these skills:

adaptable  
adjustable  
flexible  
mobile  
open-minded  
willing (to adapt)

## Analytical, research and planning skills

This means **you can**:

- conceptualise future needs
- identify problems and their causes
- find solutions
- look at a situation from different angles
- deal with information
- collect and record data

**Adjectives and nouns** that describe people with these skills:

accurate  
analytical  
resourceful  
thoughtful

**Verbs** you can use to write or talk about these skills:

appraise  
analyse  
calculate  
check  
clarify  
classify  
collate  
compare  
compile  
define (needs and goals)  
detect  
determine  
develop  
diagnose  
evaluate  
examine  
extract (information)  
explore  
forecast  
identify (problems)  
gather (information)  
imagine alternatives  
inspect  
interpret  
investigate  
keep record (of)  
predict  
process  
research  
retrieve information  
set goals  
solve (problems)  
test

## Numeric, computer and technical skills

This means **you can**:

- prepare information
- process data/present findings

**Adjectives and nouns** that describe people with these skills:

innovative  
numerate  
number-literate  
computer-literate

**Verbs** you can use to write or talk about these skills:

adapt  
adjust (figures)  
apply  
budget  
calculate  
collate  
compile (statistics)  
compute  
construct  
design  
engineer  
implement  
install  
operate  
produce  
program  
repair  
simulate  
upgrade  
utilise  
transmit

## Talking about experience and degree

- I have a degree in Law from Odesa I.I. Mechnikov National University (ONU I.I.Mechnikov)  
(Spell out the name of your university the first time you use it)
- I expect to obtain my degree in February 20XX.
- I am in my fourth semester at ONU I.I.Mechnikov and I am studying Accountancy.
- My major is Economics and my minor is English.
- I am fluent in English and I have a good working knowledge of Spanish.
- I have been studying English for eight years and have now acquired fluency.
- I lived in the United States for three years and my English is close to native speaker level.
- I have completed three internships in law companies where I gained a great deal of experience in writing under deadline.
- My interests include ...
- I have been playing for my local football team for the past five years.
- I enjoy active sports, particularly hiking and mountain biking. I am an outdoor person and have spent the last three summer holidays working at a camp for children.
- One of my main interests is ...
- I worked as an intern in the Kyiv office of PWC.
- In addition to my studies, I work 14 hours a week as a secretary assistant at an office.
- The experience has taught me the value of time management.
- I have a basic understanding of project management software.
- My role was to design, develop and draft ...
- My main areas of responsibility were ...
- My responsibilities include:
- I report to the head of department.
- During my current internship at PWC, I have been involved in three major international projects.
- I have been able to broaden my knowledge of ...
- After graduation I hope to/plan to ...



## Academic degrees

The majority of students in English-speaking countries do a three or four-year bachelor's degree as their first degree. The most common degrees are Bachelor of Arts (BA) and Bachelor of Science (BSc). Master's degrees are so-called postgraduate degrees. Master's degree programmes are usually one or two years long.

**Here's a selection of bachelor's and master's degrees:**

<b>Bachelor's degrees</b>		<b>Master's degrees</b>	
BA	Bachelor of Arts	MA	Master of Arts
BA ARCH	Bachelor of Architecture	MA ARCH	Master of Architecture
BEd	Bachelor of Education	MBA	Master of Business Administration
BEng	Bachelor of Engineering	MEd	Master of Education
BFA	Bachelor of Fine Arts	MFA	Master of Fine Arts
BMedSci	Bachelor of Medical Science	MMedSci	Master of Medical Science
BMus	Bachelor of Music	MMus	Master of Music
BPhil	Bachelor of Philosophy	MPhil	Master of Philosophy
BSc	Bachelor of Science	MSc	Master of Science
BSc (Econ)	Bachelor of Science in Economics	MSc (Econ)	Master of Science in Economics
LLB	Bachelor of Law	LLM	Master of Law





## About degrees

- In most English-speaking countries, bachelor's degrees are differentiated either as "ordinary" degrees (also called "pass" or "general" degrees) or as "honours" degrees. **Honours degree programmes** are generally of a higher academic standard and are usually four rather than three years long. At some universities you have to do a four-year honours degree in order to go on to a master's degree. US universities and colleges award bachelor's degrees with "honors" to their best students – usually "cum laude" (with praise), "magna cum laude" (with great praise) and "summa cum laude" (with highest praise).
- When writing or talking about degree titles the abbreviation is usually used. In the UK you will see the abbreviations written both with and without full stops. In the US degree title abbreviations are usually written with full stops. So you'll see, for example, both BA and B.A. for Bachelor of Arts degrees and BSc or B.Sc. for Bachelor of Science degrees. Note too that some abbreviations are only written in upper case while others are a mixture of upper and lower case (see table). The abbreviation for "honours" is "Hons", so a Bachelor of Science honours degree, for example, is abbreviated to BSc (Hons) or B.Sc. (Hons).
- You will also see the words "bachelor's" and "master's" written without the apostrophe (bachelors and masters).
- When writing about bachelor's, master's or doctor's degrees in general or less formal terms, use the lower case for the degree type (e.g. "bachelor's"). The degree subject tends to be written in lower case in the UK and capitalised in the US.



## EXAMPLE

He received a master's degree in Mechanical Engineering.

She did a bachelor's in philosophy.

She received her doctor's degree/doctorate in 2012.

- The specific titles of degrees are usually capitalised. For degree titles there is no "s" at the end of "bachelor" or "master".

Right: I have a Bachelor of Arts in Linguistic and International Studies.

Wrong: I have a Bachelor's of Arts in Linguistic and International Studies.

- If there is a standard English translation for a degree title, use it. Otherwise write the nearest English equivalent in brackets.

Right: Diplom Physiker (approximately equivalent to a Master of Science in Physics)

Wrong: Diploma in Physics

- The abbreviation for a doctor's degree (also called a doctorate) is PhD (Doctor of Philosophy - US: Ph.D.). You can say you received/earned a doctorate or you received/earned a PhD. The adjective is "doctoral", so you write your doctoral thesis (UK) or your doctoral dissertation (US) and you do your doctoral degree.

## Список рекомендованої літератури

1. Colm Downes. Cambridge English for job-hunting. Student`s book with Audio CD. Cambridge university press, 2008. 113p.
2. Adrian Wallwork. A guide to professional English. Springer, 2014, 200p.

### Електронні ресурси

1. <https://www.careeronestop.org/JobSearch/Resumes/cover-letters.aspx>
2. <https://www.forbes.com/sites/ashleystahl/2016/01/08/8-common-cover-letter-mistakes-to-avoid/>
3. <https://www.careeraddict.com/cv-writing-guide>
4. <https://standout-cv.com/pages/how-to-write-a-cv>

*Навчальне видання*

## **HUNTING FOR A JOB**

до практичних занять та самостійної роботи для здобувачів першого (бакалаврського) рівня вищої освіти спеціальності 051 Економіка.

**Електронне практичне видання**

*Укладачі*

**РУДІК Ірина Валеріївна**

**ТЕР-ГРИГОРЬЯН Марина Геннадіївна**

Затвердж. авт. 00.00.2024. Шрифт Times New Roman.  
Системні вимоги: операційна система сумісна з програмним забезпеченням для читання файлів формату PDF. Обсяг 1,4 МБ.

Оригінал-макет розроблено в авторській редакції.  
Кафедра іноземних мов професійного спрямування  
Одеський національний університет імені І. І. Мечникова  
Французький бульвар, 24/26, м. Одеса, 65058

