

Letters interviews selection



**ASSIGN
BUSTER**

Then decide what their synonyms are from the words in italics below. 1. Standard 2.

Cold-contact 3. Referral 4. Follow-up A. A letter sent to a company which does not have publicly open positions B.

A letter sent to a company usually after the interview C. A letter sent to a company In reaction too published opening D. A letter sent too company mentioning the person who recommended the job broadcast job-specific networking recommendation speculative sponsor prospecting targeted 2.

Scan these cover letter samples and match them with the four types. A.

Dear Mrs.. Pippins, I am very keen to work for Spectrographically PL because of your reputation for quality products, opportunities for career development and because you are the market leader. I am currently seeking a position as a marketing or sales trainee but would be happy to consider other related posts within your organization. I know that a marketing manager needs to be flexible, able to produce quality work to tight deadlines and to get results under pressure.

These are qualities that my experience shows I possess.

My degree In English taught me both to put across a persuasive argument and how to employ good communication skills in any work environment. I am a good organizers and have developed leadership skills and responsibility through my voluntary work with my community social centre. I always work hard to achieve my goals. I have experience with many computer packages including word- processors and databases and Microsoft Windows and can

rapidly learn how to use other software. I would be most grateful If you could consider me for any suitable positions available within your company.

I am available for Interview at any time and look forward to hearing from you. Yours sincerely. Job Seeker B. Dear Mr.

. Gates: Thank you for your time and courtesy during our meeting on Monday. I enjoyed the tour of your offices and enjoyed the review of the web application that your company is developing. The more we discussed this position, the more I became interested in joining your web development team. With my expertise in web application development, SQL Server database management, and business analysis, I am confident that I would be an asset to your development team.

In the context of our conversation regarding my professional application development expertise, I wanted Technologies. I dedicated considerable extra personal time to study for this exam and was able to subsequently pass with flying colors. With my dedication and client- centric attitude, I am confident that I can manage the tasks at hand and make an immediate and long-lasting contribution to Busy Billionaire Corporation and its clients. I appreciate your consideration and am excited by the prospect of working with you on the development of this new application. Enclosed is an additional copy of my resume for your convenience.

I look forward to talking with you again soon. Sincerely, c. Dear Ms. Foster: Harry Potter of Hogwash's Bank, I-J suggested that I contact you about a possible position as a loan officer. He said that you have mentioned a possibility of a vacancy arising in the near future.

I also enclose my resume for your reference. As a loan officer at Wizards Credit Union, I originated more loans than any other employee in the past five years. My qualifications include: extensive experience in financial environments, including mortgage and consumer lending; outstanding productivity both as a loan officer and as a supervisor.

I am a proven dynamic leader and team leader, consistently motivating others toward success. I am eager to talk with you about the contribution I could make to your company. I will call you next Wednesday to see if you have any question regarding my application for this position.

Sincerely, D. Dear Mr. Banks I was very interested to read your advertisement for a Graduate Trainee on the Dreamboat vacancy database as it precisely fits my career plans. I first became interested in retail banking during an “ Insight” course which I attended during my second year at Nowhere University.

Since then, it has been my firm belief that this is career which will enable me to use not only my interest in business and finance but also my skills in working with people, both in an advisory and a managerial capacity. I am particularly interested in a career with Elsewhere Bank, because of the high reputation of your graduate training scheme, and your commitment to giving new recruits early responsibility.

During my time as a student I have had a variety of part- time and vacation Jobs, all of which have required me to work as part of a team and to deal directly with the public.

I found my work at the Tourist Information Office articulatory valuable in teaching me the importance of ascertaining customers' needs and providing clear and accurate information in response to those needs. I will be available for interview at any time. I look forward to hearing from you shortly and enclose my C.

V. for your consideration. Yours sincerely

3. Read the letters again in more detail and answer these questions:

1. What greetings/salutations paragraphing endings/ complimentary closes punctuation style?
2. What function does each paragraph have?
- 3.

What are some useful expressions for each function? . What is the overall purpose of a cover letter? How can it be achieved?

4. Group these phrases by their functions to complete the following tentative master paragraph plan for cover letters. Write down two phrases that you like most for each function.

1. I am writing to enquire if you have any vacancies for.

.. 2. I am available for (an) interview..

. 3. I was very/most interested to read your advertisement for...

4. Currently I am pursuing a degree in at 5. I am writing to apply for the post/position of..

. Advertised in...

6. I have Oust/ successfully) completed my final year at...

/a course in... 7.

Your company has an excellent reputation for..

. . As you will see from my C. V...

. 9. I will telephone you on... 10.

As a(n) undergraduate at I am seeking/looking for.. Second year student at..

. 12. I am very keen to work for...

Because... 13.

With reference/regard to your/the vacancy for a(n)... . 11.

I am a final/flirts/ 14. I would be pleased/happy to supply you with any further information/details... 15 I am writing in response to your advertisement in/for.

.. 16. My experience in...

Qualifies/identifies me as... 17.

I enclose my Cover consideration of the post... 18. My former employers can attest to.

.. 19.

I am confident in my ability to...

20. I would (greatly) appreciate the opportunity to meet with you... 21 .

I have/hold/ obtained was awarded a degree/diploma/certificate in... 22.

Should you wish to speak to me..

. 23. I can bring the following skills to this position..

. 24. More than..

. Years of accomplishment in...

Have provided me with... 25.

Further to your advertisement in... I should like to apply for..

. 26. My passion for...

Would enable me to serve your company (well) as a(n)... 27.

I thank you for considering me... 28. My colleague/trainer.

.. Recommended that I contact you directly about...

29.

I would be an excellent match for... 30. Please feel free to call me at.

.. 31. I am convinced I can help your company...

32. Thank you for your time and consideration 33. I have received training in..

. COVER LETTER PLAN Paragraph 2 – Background and experience Paragraph 3 – Job suitability Paragraph 4 – Closing remarks Can you think of a new phrase for each function? Add it to your list. N. B.

The exact number and division of paragraphs and the order of presenting the information in a cover letter will depend on the specific circumstances. 5. Put these parts into the correct order to make a complete cover letter.

A. On new challenges in the business world. My resume is attached B.

Were excellent opportunities for me to learn and grow in this field. I was permitted C. I reviewed your position in the Herald Newspaper and am very interested D. Investing, finance, and general business, all of which have equipped me well for E. Of business like financial research and budgeting. It has made me confident that F.

In the entry-level finance position posted there. My recent graduation from college has prepared me G. For your convenience. Thank you so much for your time.

// If you are interested H. N important element in the educational experience of business majors. My internships I. I am ready to assume more responsibility and take J.

For my first employment seeking experience. I have taken courses in K. In an interview, please feel free to call at any time. I look forward to hearing from you.

L. A career in finance. " Internships have become such M. To deal with clients as we integrated various aspects c 2 3 5 6 7 8 9 10 11 12 13 6.

Test your proofreading skills on the following letter. How many mistakes can you find and correct? Dear Sir or Madman I am kicking and entry-level position in front office operations.

I am suspected to radiate from my cause early next year and would like a salary commiserate with my experience. I am a conscious individual with grate written communication skills. I have a talent for working with commuters and I'm an accurate and rabid typist.

I have luring MS Word computer and spreadsheet pogroms. I am also a perfectionist and rarely if if ever forget details. I have a proven ability to track down and correct errors and excellent memory skills, good analytical skills and excellent memory skills. I have an ability to meet deadlines while maintaining my composer and can communicate information in an interesting manor.

When I worked in retailing for a stationary company my responsibility's included oversight of are department, money- laundering duty's, sock control, customer liaison and severing customers.

I was an administrator in a busty office, had an annual fudged and was instrumental in ruining the entire operation. I received a plague for salesman of the year. My reason for leaving their was maturity leave. As indicted in my Curriculum Vitae my extra circular activities at university include wok for student radio, for two conservative years which enhanced my verbal communication skills.

My hobbies include martial arts and riding my horse. I also own and maintain a vintage wagon. Formally, at secondary school I was a peer mentor. I hope I have peaked your interest and expect to hear from you soon. Another 48 or more: You are a born proofreader! Maybe you should consider a career in publishing or Journalism. 40-47: Pretty good! You should be able to write a good letter.

30-39: Ask a friend to check your letters carefully before you send them out!

7. Read a Job advertisement and a rather dull cover letter that one candidate wrote in response to it.

Rewrite the letter in a more personal and enthusiastic way highlighting the skills that match the Job description and the person specification. Job advertisement This small yet highly successful Events Company has an exciting opening for a bright, conscientious and highly organized bookings coordinator. Responsible for managing the bookings process for events from start to finish, your duties will include responding to enquiries, writing proposals, confirming details, liaising with venues and handling post-event follow ups.

It is vital that you have a superb client service ethic and the ability to build relationships with a diverse range of individuals. You must be process-driven, methodical and pay strong attention to detail. As a key member of a close-knit and dedicated team, you must be hard-working, flexible and have a can-do attitude. As this role requires you to compose tailored client proposals, it is expected that your covering email will reflect a high level of written communication ability.

This is a superb opportunity for a proactive and enthusiastic team player who is keen to apply their experience within a small company where your contribution will be valued. Initial cover email To: Com Subject: .

Dear -? I was to in series of -? the coordinator in Events company. (Ref GIG 150) as . I am attaching for a bookings . Lam currently where I . I enjoy but miss the satisfaction of As a I organized a and . Events.

Liaising between ... , I managed the bookings my..

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I was particularly proud that the events I co-ordinate Please contact if to were -? -? . Arrange an interview. Thankful Yours Promising Candidate 8.

Prepare your Job application for the given advertisement.

To download the European C. V. template, go to <http://Europeans.Ecocide.Europe.E> .

To write the cover letter, remember to: address the letter to a named individual say where you heard about the vacancy identify the position you

are interested in focus on your key accomplishments stress your unique suitability for the Job request action (usually an interview) give your contact information end courteously and enthusiastically be no longer than 1 page have absolutely no mistakes avoid clicks BE ORIGINAL READING: WHO WOULD HIRE YOU? . Read this text about successful Job interviews and choose from sentences A-H the best one to fill each gap. There are two extra sentences which do not fit in any of the gaps. Who would hire you? That's what business psychologist Rob Young set out to discover when he worked with eight Job seekers in the BBC series of the same name. He followed each candidate through the recruitment process, honing their interview skills, pointing out employees in a matter of days. He was kind enough to share with us his masterpieces for successful Job interviews.

According to Rob, an interview is a game and, like any game, it has rules. These are: the interviewer asks you certain questions; at the end you ask questions back; you portray yourself in the most favorable light possible by having good content to talk about and by projecting positive personality traits. " It's not about just arriving, being a bit and being yourself," he says. " When you have an interview you need to be aware of the three Up's: preparation, practice and performance. It's a pyramid on which to build. If you don't do the preparation, you can't practice, and if you don't practice, you can't perform.

" P1 : Preparation -? Amazingly enough, candidates often ask unnecessary questions, the answers to which are already available in the Job literature. To avoid this faux-pas, the first thing to do is to go on the web, look at the

company site and read all the company literature. Then think about the questions you're likely to be asked. At least think about the universal questions, like 'tell me about yourself', 'what are your strengths and weaknesses', 'where do you see yourself in five years' etc. If you don't have compelling answers for these," Rob warns us, "you're going to be on the back foot and deserve a slap on the face. You're wasting your own time and the interviewer's.

"It also pays to think about other potential questions. Each Job requires certain skills or competencies, be they general, like team working and communication skills, or more technical, such as a knowledge of spreadsheets for instance. Knowing the job requirements can help you predict some of the more specific questions, and thus avoid the awkward pauses you would otherwise need to make to think of answers off the top of your head. 2)..

.. In Rob's words, "if there are two candidates with identical skills and qualifications, one who 'mums' and 'errs', the other who doesn't, who do you think will get the Job?" UP: Practice It's very important to practice saying out loud what you want to say in the interview. Rob's advice is to think of yourself as an actor preparing for a play. You don't just sit and memorise the lines, but rehearse.

Once you know your lines off by heart, you can try, as he calls it, "to emote and show your personality off.

The best thing to do is to practice with friends or family members capable of giving you honest feedback. Alternatively, you can record yourself with a

<https://assignbuster.com/letters-interviews-selection/>

video or a web camera. You may be surprised, gutted even, to hear your recorded voice for the first time, but this is the best way to actually hear how you sound and improve upon it. The mirror will also do for a simple rehearsal to watch your facial expressions, posture and body movements. “ Most people underused their hands,” claims Rob, so try to use yours to illustrate points in a more interesting visual way.

UP: Performance At interview, as Rob points out, this basically means adopting the behavior that is characteristic of the particular industry: “ For example, for a Job in management consultancy you must be ultra-professional, sharp and polished. For a and knowledgeable about trends. ” But it also means fitting in with the company’s dress code, which you have to find out about in advance. The interview is a good opportunity to use the information you’ve gathered by asking questions.

You must always have a couple of questions up your sleeve, but whose them wisely to make sure they show a genuine interest in the company and the answers are not self-evident. Rob also stresses that there’s “ a fine line between demonstrating your knowledge and showing off.

” If you cross it, you risk not landing the Job. “ Overly elaborate or clever questions will just make you look less employable,” he says. Back to body language, mirroring the posture of the interviewer is another useful tip. If they’re very stiff, be stiff; if they’re relaxed, look relaxed. (4)..

... And so does eye contact.

It is vital to make eye contact with the interviewers, whether they interview you directly or are just there to take notes. (5)...

... In one of his programmes, the interviewer was 'summoned' outside by a secretary during the interview, and the candidate was left alone with the note taker. The candidate's reaction would invariably be one of relief and when the note taker asked 'how are you finding the interview?', the candidate would admit how tough it was.

That clearly didn't help, especially as the so-called note taker was actually the managing director, and this was his ploy to check the candidate's suitability. Always try to end the interview on a high note," is Rob's final major commendation. Say goodbye in a way that shows you have enjoyed the interview and would love to work there. (6)..

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The last thing you say will stick with them, largely because of what experts call the 'regency effect'. The overall lesson to be learned out of Rob's programme is simple yet highly rewarding. The difference between success and failure in a job interview lies in the effort you put into the 3 A's: the better you prepare, the more you can practice; the more you practice, the better you can perform. So, ready for the game?