

VOCABULARY

JOBS

Nouns

Employers seeking to hire employees and applicants seeking to find jobs.

An employer, a prospective employer

The recruiter

The application committee

A CV (UK)/a resume (US)

A cover letter/ a letter of application

Letter of recommendation

Referees

References

Salary, wage

A promotion

A pay rise

Medical insurance

To conduct an interview/ to interview sb/ an interviewer/an interviewee

The Initial screen of your CVs (30s)

A job seeker

An applicant

A trainee

To be newly qualified

A new graduate

An undergrad

A postgrad

Extracurricular activities (appear towards the bottom)

An internship/ a training/ a placement (a two-month placement)

Training course

Volunteer work

Research project

A part-time job/ a full-time job

A temporary job

Extra hours

To work overtime

Office work

Schedule

Work environment

Fringe benefits

A work permit/ working papers

A teaching position/post

Promotion/employment prospects

The prerequisites for the position

(UNC SING information, finance, knowledge, experience)

Verbs

To apply for

To seek a position in

To hire, recruit (employ, engage) I have engaged a secretary to deal with all my paperwork.

To land a job

to fire, sack, dismiss, (to be dismissed for incompetence) to be made redundant (to lose your job because your employer no longer needs you)

to resign

to retire

to work for sb (* with: on an equal footing)

To change jobs

To be new on a job

To be temping

To seek an experienced x / to fill the position of x

To make an appointment /To arrange an interview

Salary and benefits negotiation

To increase your appeal as a job candidate

To make a favourable impression

to tailor/ target your resume for specific job searches

to include sth in your CV

to flesh out the CV

Sites which post job listings

IT information technology

Language abilities

I was referred to you by/

Skills:

Skills transferable to the workplace

Strong interpersonal skills

Management, organizational, leadership skills

To be a valuable asset

show persistence

Strengths and weaknesses

Efficiency

Openness, friendliness, ability to work in a team.

Leadership qualities, experience in a leadership role

To be a risk-taker

Adjectives:

Skilled :

To be hard-working

Ambitious

Dedicated, motivated, efficient, flexible, creative, savvy, proactive, imaginative, independent, energetic, tactful

Multi-tasking dull, tedious

A rewarding/challenging job

To be in charge of

To enjoy teamwork

To lack experience in

To be proficient in

to be willing to : être disposé à

to enjoy meeting people : aimer les contacts humains

To have working knowledge in

To speak English/French as a first language

Give the ADJECTIVE that corresponds to the following nouns:

imagination -->

independence -->

flexibility -->

energy -->

tact -->

promise -->