

Job applications line by line brainstorming

Instructions for teachers

Decide which texts below you are going to use and what order you are going to use them in (e.g. in the order given, but skipping one text). Make one copy per student, but only give out one copy of the first text per group for now.

Get students to cover all but the top hint of the text that you give them. Ask them to brainstorm things that someone might say in that situation, talk about which thing is best to say, then reveal just the next box to say what was actually said or written. Then, without looking at the next hint for now, ask them to brainstorm the next line (e.g. the response if it is a conversation). They should then look at the hint to check if they are on the right track and brainstorm again if it is different from what they expected. They then continue down the rest of the text in the same way, only revealing the next box after brainstorming each time. Then do the same with other texts.

For further practice, students can:

- Look at just the first line and make the rest of the text
- Look at a middle line and construct the beginning and end
- Make the same kinds of emails and conversations, but with no help this time

Email 1 – Job application (with no previous contact between you)

Opening line when you don't know someone's name
Dear Sir or Madam
Opening lines with the topic of your email and mentioning attachments
I am writing in order to apply for the position of sales representative which was advertised in last week's edition of The Sales Professional. Please find my CV attached.
The first main body paragraph, with reasons why you want this job
I am particularly interested in this position because my hobby is sailing vintage boats and so this role would be a unique opportunity to combine my work experience and outside interests. I am also excited by the possibility of moving to Tokyo as I have been studying Japanese language and culture since the age of 19.
The second main body paragraph, with reasons why you're the best person for the job
In addition to my knowledge of this product area and the twelve years of relevant work experience shown in my CV, I am an enthusiastic and creative team player who brought about several major changes in my previous department which I think would be very useful in your company. I also have experience in other areas such as HR, something which I think would be very valuable in a small and rapidly growing company like yours.
Closing lines mentioning future contact
I am available for interview at any time and for employment from the middle of next month. I look forward to hearing from you.
Closing greeting and name
Sincerely yours A.M. Case (Mr)

Phone call 1 – Phoning a company to find out more about a job before applying

Answer the phone with a greeting, company, department, name and offer of help
Receiver: Good morning. ABC Logistics. HR. Kerry Jones speaking. How may I help you?
Greeting and reason for calling
Caller: Good morning. I'm phoning about the position in your company advertised in the JIFFA Journal last week.
Ask for more details/ Offer help
Receiver: Ah, yes. It was for a logistics manager, wasn't it? How can I help you?
Give more information about the reason for calling
Caller: I'd like to ask for some information about the job before applying, if that is okay.
Respond positively and check the caller's name
Receiver: Of course. First of all, can I take your name?
Respond positively and give your name
Caller: Of course. It's Alex Case.
Check something about the name
Receiver: Sorry, how do you spell your family name?

Spell the name

Caller: It's C, A, S, E. Like "suitcase" and "pencil case".

Respond and ask for more information about the reason for calling/ offer help

Receiver: Okay, got it, thanks. So, what would you like to know, Mr Case?

Ask the first question

Caller: First of all, I'd be interested in hearing what software your company uses.

Answer the first question

Receiver: Actually, we've changed recently and we now use a program from HJL Inc.

Check something about the answer

Caller: Do you mean Slither?

Confirm something about your answer

Receiver: Yes, that's right.

Respond positively and ask the second question

Caller: I was hoping you would say that! I'm really looking for a job where I can use Slither. I also wanted to know what languages I might need to use.

Answer the second question

Receiver: Well, obviously most people speak English, but we have a lot of contacts in China. Spanish and Korean would also be useful.

Respond

Caller: Great! A perfect match again!

Respond to the response and offer more help/ check if the caller is finished

Receiver: I'm glad to hear that. So, can I help you with anything else?

Respond

Caller: No, that's all for now, thanks.

Mention future contact

Receiver: Please phone again if you have any further questions, and I look forward to receiving your application.

Thank the receiver

Caller: Thanks for your help.

Thank the caller

Receiver: Thanks for calling. Bye.

Email 2 – Job application (after having already spoken once on the phone)

Opening line when you know someone's name
Dear Ms Jones
Opening lines mentioning previous contact and mentioning attachments
Thank you for speaking to me yesterday about the position of logistics manager advertised in the JI Times. Please find my CV attached and additional information below.
The first main body paragraph, with reasons why you want this job
I am particularly interested in this position because, as we discussed, I have training in the logistics software that your company uses but have never had the chance to use it in a working context. I also feel that I am ready for the additional responsibility and would enjoy the chance to use and improve my language skills that your office would offer.
The second main body paragraph, with why you're the best person for the job
In addition to my software training, language skills and the relevant work experience shown in my attached CV, I believe that I have exactly the right attitude and approach for an important position such as this. In my present job I have been praised in every performance evaluation interview for my ability to cooperate with people inside and outside of the company, and for my ability to think of and implement ways of improving the logistics process. I have also been in charge of several important projects and been encouraged to apply for a management position like this inside my company.
Closing lines mentioning future contact
I look forward to having the chance to discuss this further face to face, and hopefully to working together in the near future.
Closing greeting and name
Sincerely yours A.M. Case (Mr)

Face to face conversation – Job interview

Italics means parts that depend a lot on the situation and so are not given below. Your teacher will tell you if you should say that bit, or just move onto brainstorming the next part.

The interviewer calls the next applicant
Interviewer: Mr Case?
The applicant responds
Applicant: Yes?
The interviewer introduces themselves
Interviewer: Hi. I'm Kerry Jones.
Response
Applicant: Pleased to meet you, Ms Jones.
Response, and confirming what form of the names will be used
Interviewer: Pleased to meet you too. Please call me Kerry. And can I call you Alex?
Response
Applicant: Of course.
The interviewer leads the applicant to the interview room
Interviewer: Okay, Alex. This way, please.
Response

Applicant: Thanks.
The interviewer offers the applicant a seat
Interviewer: Please take a seat over there.
Response
Applicant: Thank you.
The interviewer asks a small talk question (about the applicant's journey)
Interviewer: Did you have any trouble finding us?
Response
Applicant: No, the map that you sent was very clear, thanks.
The interviewer outlines the structure of the interview
Interviewer: Great. Well, I'd like to start by asking some questions, if that's okay. Then you can ask us any questions you have about our company and the job.
Response, then the first part of the interview starts
Applicant: Of course. <i>(The applicant answers around 7 – 10 questions).</i>
The interviewer ends the first part of the interview and starts the second part
Interviewer: Okay then, I think that's all the questions we have at the moment. Now I'd like to invite you to ask any questions you have might have for us.

Response, and the second part of the interview starts
Applicant: Thanks. <i>(The interviewer answers about 3 to 5 questions).</i>
The interviewer checks that the applicant has finished
Interviewer: So, do you have any other questions for us?
Response
Applicant: No, I think you've answered everything that I wanted to know, thanks.
The interviewer mentions future contact
Interviewer: Great. Well, if any more questions come to mind, please email or phone me at any time. And successful candidates will hear from us within two weeks.
The applicant responds, mentioning future contact
Applicant: Thanks. I look forward to hearing from you.
The interviewer thanks the applicant.
Thanks for coming all the way here today.
The applicant thanks the interviewer
Thanks for giving me the opportunity to speak to you.
Final greetings
Goodbye.