

## UNDERSTANDING JOB ADVERTISEMENTS

### A The search for employment.

Rather than applying for any job that is available, it is more productive to target your approach by having a “job target” which is a specific job in a field of employment.

In which particular field are you interested and what job would you like to do, for example, mechanical technology – welder. Write some examples below.

Particular field	Job target

### B Am I the person for the job?

Look at the two job advertisements.

Training Coordinator	Sales Manager
Male/female aged 20–30 years. Bachelor’s degree in any field. Computer literacy and English skills. Able to work under pressure. 2–5 years’ experience in training.  Apply to: Human Resource Department Hi-Glo International Co., Ltd. 59/1 Omega Building Rama 5 Road Bangkok 10220 Thailand	Analyze sales performance. Generate daily / weekly sales reports. Set pricing of new products. Japanese national. Good command of written and spoken English. Bachelor’s degree in Business Studies or Marketing.  Send inquiries to: Yokohama Industries Yokohama Building 1-23-7 Taito Taito-ku Tokyo Japan

In pairs, discuss the following questions with your partner:

- 1 Do the jobs fit your job target?
- 2 Do you have the required qualifications?
- 3 Do you possess the skills they are asking for?

### C Looking for work.

- Find a recent newspaper and look for the section that has job advertisements.
- Find an advertisement that links to your job target.
- Cut out the advertisement and use glue to stick it onto the next page.

- In the tables provided, make a list of the qualifications and skills needed to be able to do this job. Only write the ones that appear in the advertisement.

<p><b>Qualifications:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table> <p><b>Skills:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>								

**D What skills can I do and what skills have I done?**

Employers are very interested in what you “can do” and what you “have done.” It is impossible for everyone to have done everything. Sometimes there are skills we know we can do, but we have not had the opportunity to do them yet.

Look at the skills you have listed from the job advertisement you chose and put a C next to the skills you can do and an H next to the ones you have done.

In pairs, discuss the following with your partner:

- Do you share the same skills or do you have different ones?
- What other skills do you possess?