



Job

Interview

CURRICULUM VITAE

Name: Svetlana Vlasova
Nationality: Russian
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Education

2006–2007 Business Administration Graduate Diploma, University of Birmingham
1998–2001 Degree in Business and Commerce, Faculty of Economics and Management, St Petersburg, Russia
1994–1997 Secondary School: School N1, St Petersburg, Ru

Experience

2004–2005 Regional Branch Manager, LMO Instruments, St Petersburg, Russia
• Setting up a new sales office in St Petersburg
• Building a team of sales staff
• Developing selling methods to increase sales
2002–2003 Sales Representative, Dertov Instruments, St Petersburg, Russia
• Selling industrial instruments, including customer service



1 Have you ever had a job interview?

What company?

Who interviewed you?

What questions did they ask?

Was the interview successful?

2 Have you ever interviewed somebody for the job?

What questions did you ask?

What characteristics did you want to see in a candidate?

Did you hire him/her? Why (not)?

Interviewing for a job

In 3 minutes brainstorm typical job interview questions.

Language focus 1

Present perfect

Look at the given questions and compare with your ideas. Were your guesses correct?

Match the job interview questions (1–5) with their answers (a–e).

- 1 How many jobs have you had since leaving university?
- 2 Why have you changed jobs so often?
- 3 What have you done that shows leadership?
- 4 In what ways has your job changed since you joined the company?
- 5 Have you ever worked with a difficult person?

- a) I now have more responsibility and work longer hours.
- b) Well, I lead the sales team. I'm also chairperson of a local business association.
- c) I wanted to earn more money.
- d) Well, the boss in my last company wasn't easy to work with.
- e) I've worked for six companies.



12.1 Now listen and check your answers.

What form of the verb do you see in the questions?

Look at question 1 – is the candidate still a student?

Now, look at the answer E – does the candidate say **WHEN** he worked for these companies?

Present perfect

Uses

We use the present perfect when we think about the past and present together. In particular, we use this tense

- to talk about actions that began in the past and continue in the present.

She's worked here for years. (She still works here.)

- to talk about life experiences.

He's had a number of jobs. He's been a project manager, a financial analyst, and he's started his own Internet business.

- to talk about the present result of a past action.

Past action

completed the report
yesterday

I've put it on her desk.

Present result

She's reading it now.

advertising campaign
last month

Sales have gone up.

*We're making more
money.*

Complete these interview questions using the present perfect form of the verbs in brackets.

- 1 How ... have you changed (you change) over the last five years?
- 2 What other jobs (you apply for) recently?
- 3 What (you read) recently?
- 4 What kind of people (you work) with?
- 5 What sort of bosses (you have)?
- 6 What (you learn) from your other jobs?
- 7 What sort of problems (you have) to deal with?
- 8 What (you do) that shows leadership?

Practice the questions.

Reading

A curriculum vitae

Look at Svetlana Vlasova's CV (curriculum vitae)

Put the headings from the box in the correct place in the CV.

Education Interests Key skills References Work experience

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Education ¹

2006–2007 **Business Administration Graduate Diploma, University of Birmingham**
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..... ²

2004–2005 **Regional Branch Manager, LMO Instruments, St Petersburg, Russia**

- set up a new sales office in St Petersburg
- trained a team of sales staff
- developed new selling methods to increase sales

2002–2003 **Technical Sales Specialist, Dertov Instruments, Omsk, Russia**

- sold a wide range of instruments, including software
- organised and presented customer seminars

..... ³

Fluent in Russian, English and German

Computer skills: Microsoft Word, PowerPoint, Java, Linux systems

..... ⁴

Cinema, travel, skiing, aerobics

..... ⁵

Professional and personal references available on request

Decide whether these statements are true or false.

- 1 Svetlana Vlasova studied in Russia.
- 2 She has worked for three different companies.
- 3 She gave seminars when she worked for LMO Instruments.
- 4 She was a manager when she worked in St Petersburg.
- 5 She has been responsible for staff training.
- 6 She can speak more than two languages fluently.

Answer these questions in pairs.

- 1 How many pages is a typical CV in your country?
- 2 Do you include a photo? Do you think it is a good idea?
- 3 Does it have the same headings as Svetlana Vlasova's CV?
- 4 Do you include any other information in CVs in your country?

Listening

Interviewing for a job



12.2 Svetlana Vlasova is applying for a job as an overseas team leader in Germany. Listen to part of her interview. Complete her answers.

Reasons for applying

First of all, I like *meeting*¹ people and getting people to work together as a². And then, I like³ and⁴ my languages.

Strengths

I'm⁵ in German and English. I get on well with people. I'm also good at⁶ people and at getting them to achieve⁷ together. I love organising events for⁸.

Weaknesses

I'm not really⁹ when people don't meet deadlines.

People you work well with

The people I like best are those who work¹⁰ and who are¹¹.

Interests

I like travelling, and I like discovering new¹².

Questions

If I get the job, when would you like me to¹³?

What are your strengths and interests? What kinds of people do you work well with?

Language focus 2

Past simple and present perfect

Compare the sentences and complete the rules.

Svetlana Vlasova **studied** in Russia. (*Is she a student now?*)

She **has worked** as a Regional Branch manager for 2 years.

(*Is she a Regional Branch manager now?*)

- We use the **past simple** to talk about completed actions that happened in the past. **with expressions of finished time.**

We use the **present perfect** to talk about actions that continue from the past to the present. **with expressions of time that take us up to the present.**

Underline the past simple or the present perfect form of the verbs to complete this extract.

I think I had / have had¹ an interesting career. I studied / have studied² at Oxford University from 1997 to 2000. Then I applied / have applied³ for jobs abroad. I worked / have worked⁴ in Hong Kong for a year, and then I went / have been⁵ to Japan in 2002.

I did / have done⁶ a number of different jobs. I sold / have sold⁷ computer software in Hong Kong. I taught / have taught⁸ English in Japan. I wrote / have written⁹ a book, and I ran / have run¹⁰ my own business.

Tick the expressions you can use to complete this sentence.

The manager has been here ... before ...

before	<input checked="" type="checkbox"/>	often	<input type="checkbox"/>
twice	<input type="checkbox"/>	for two hours	<input type="checkbox"/>
last year	<input type="checkbox"/>	this afternoon	<input type="checkbox"/>
since 2 o'clock	<input type="checkbox"/>	at 2 o'clock	<input type="checkbox"/>
two weeks ago	<input type="checkbox"/>	recently	<input type="checkbox"/>