

## Job advertisements

Here are three extracts from job advertisements. Which jobs are they describing? Choose the most appropriate one.

**a** We are looking for outgoing and persuasive young people who are good with words. The position requires long hours of travel away from the office, so you must be energetic and independent.

**b** Do you like working with ideas? We are looking for creative people with a good knowledge of database management systems. You must be able to work well independently or as part of a team on large projects.

**c** Are you patient, good with numbers, and attentive to detail? You will start in an entry-level administration position, but we offer you the opportunity to make quick progress in our firm.

Now match the definitions (1-10) with the correct adjectives or phrases (a-j), as in the example.

1) wants to get to the top	• a) thoughtful
2) thinks of other people's feeling	• b) outgoing
3) doesn't get angry or irritated quickly	• c) independent
4) can work alone	• d) attentive to detail
5) open and friendly	• e) energetic
6) doesn't mind changing his/her habits	• f) ambitious
7) doesn't get tired easily	• g) adaptable
8) can change people's opinions	• h) patient
9) can produce new ideas	• i) creative
10) regularly checks the quality of his/her work	• j) persuasive

Look at this advertisement from a jobs website and answer the questions in French.

- a- What job is it for?
- b- Is it well-paid?
- c- Where will the person work? en
- d- What qualifications, experience, and personal qualities will the person need?

  

- e- If you're interested in the position, what do you have to do?

The screenshot shows a web browser window with the following details:

- Address Bar:** jobs@execnet.com
- Toolbar:** Back, Forward, Reload, Home, Search, Guide, Images, Print, Security, Stop
- Location Bar:** Location: http://www.execnet.com
- Header:** jobs@execnet.com
- Menu Bar:** home, next, links, contact us
- Content Area:**
  - Job Title:** European Sales Director
  - Ref:** B112
  - Salary:** \$90–110k + stock options
  - Location:** Basel, Switzerland
  - Age range:** 35–50
  - Qualifications:** Qualified doctor preferred  
Degree in business administration or similar  
Good level in three European languages, including English

Text below the job description:  
Are you ambitious, energetic and adaptable? Based in Philadelphia, we are a leading American manufacturer of medical equipment. We are looking for someone with wide experience in the medical or pharmaceutical industry to manage our new European sales operation. You should have at least 10 years in the medical or pharmaceutical industry, with five of those years in management. Please e-mail résumé and cover letter to jobs@execnet.com.

## **Vocabulary**

	_____	attentionné
adaptable	_____	sociable
ambitious	independent	_____
attentif au détail,	attentive to detail	_____
minutieux	energetic	énergique, dynamique
créatif	_____	ambitieux
éminent, principal	_____	flexible, capable de s'adapter
indépendant	creative	_____
the manufacturer	persuasive	persuasif, convaincant
to manage	a degree	un diplôme, une licence
outgoing	leading (adj.)	_____
thoughtful	to manufacture	fabriquer
	➔ _____	➔ le fabricant, l'industriel
	wide >< narrow	large >< étroit
	_____	gérer, diriger

### **Applying for a job: résumé and cover letter / application letter**

Luis Antônio de Oliveira is applying for the job advertised on page 10. Read his letter of application below. In what way is he a good candidate for the position?

To: jobs@execnet.com From: Luis Antônio de Oliveira

Subject: Job application: your reference B112

Dear Sir or Madam,

I am writing to apply for the position of European sales director advertised on the "Execnet" website. I am 48 years old, Brazilian, with a medical degree from the University of São Paulo (1989), and a Masters in Business Administration from the University of Los Angeles (1995).

I joined my present company, AVRC Pharmaceuticals, in 2004. After two years as marketing manager for South America, I moved to Madrid to take up my present position as regional director for Southern Europe.

Before joining AVRC I was in charge of clinical trials for new drugs at Medilab, where I spent five years. I also have four years' experience as a research scientist for new drugs, first with Schering Plough (1995–98), then with Merck (1998–99). My professional experience also includes four years as a doctor working for a medical charity in Peru, before leaving to start my two-year MBA course.

Concerning my language ability, my first language is Portuguese, I am fluent in English and Spanish, and I am currently taking an intensive course in French. I am hard-working, creative, and ambitious, and after a number of years with the same company, I would appreciate the opportunity of a new challenge.

I look forward to hearing from you.

Sincerely yours,

Luis Antônio de Oliveira

Read the text again and classify the verbs in the right column.

To make sure you have the right answers, click on the link below and do the exercises. Write the verbs in alphabetical order.



Present simple	Present continuous	Past simple

Lorsqu'on essaie de trouver un emploi, on va utiliser différents temps, selon ce dont on parle. Indique, pour chacune des situations ci-dessous, quel temps tu devras utiliser :

- Parler de ses qualités et/ou défauts \_\_\_\_\_
- Parler de son ancien job \_\_\_\_\_
- Parler de ce que l'on fait pour le moment \_\_\_\_\_
- Se décrire (famille, centres d'intérêt, etc.) \_\_\_\_\_

Nous avons déjà vu les deux temps du présent ci-dessus dans le chapitre précédent. Nous allons donc ici cibler le ***past simple***.

Formation :	<b>Verbes réguliers</b>		<b>Verbes irréguliers</b>
	+	Base verbale +	Liste des TP, 2 <sup>e</sup> colonne
	-	S +	+ base verbale
	?		+ S + base verbale
Utilisation :	1. Action qui a eu lieu à un moment précis du passé (et qui est terminée) <i>I worked in London from 2003 to 2005.</i> <i>I had a car crash when I was 20.</i>		

Exercise: put the verbs in the ***past simple***. Write your answers.

1. \_\_\_\_\_ (you / go) to the theatre last week?
2. Yesterday, I \_\_\_\_\_ (want) to see you!
3. Last night we \_\_\_\_\_ (not / watch) TV.
4. Last weekend, he \_\_\_\_\_ (play) basketball.
5. So, I \_\_\_\_\_ (convince) him to go to the party.
6. \_\_\_\_\_ (you / eat) my cake? I can't find it.
7. Yesterday, we \_\_\_\_\_ (stay) at home.
8. Last summer, I \_\_\_\_\_ (organise) a huge party!
9. I \_\_\_\_\_ (not / sleep) a lot last night.
10. Before, Sue \_\_\_\_\_ (work) in a little shop. She \_\_\_\_\_ (resign) last week.