

Tapescripts

These materials have been designed to complement *Teaching Communication, Skills and Competencies for the International Workplace*, [Routledge](#).

Unit 1

Extension Task E-1.1 = job hunting and job application

An active job search can be quite time-consuming and sometimes stressful. It can help if you began to identify the several stages of the job search process. This should help you to visualise what a job search involves, and you can thus plan it more strategically.

The first stage is to consider the formal aspects of the search. You can, for example, start by considering where the job is located, its field or industry, and the possible work culture of the organisation advertising the job. You can then consider aspects concerning yourself: your education, training, and your previous work experience.

The second stage of the job search process involves identifying your goals, short-, medium- and long-term goals which can guide you through your professional career. The next stage requires creating your professional narrative by tailoring it for different job ads so that what you have to offer actually matches what the organisation is looking for. All this will pave the way for preparing your application documents such as CVs or resumes, and cover letters. They should include important key words matching those in the job ad you're considering. After going through these stages of the job search process, you should be ready to submit your application.