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ENGLISH FOR JOB APPLICATIONS

Third Edition, Revised

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PREFACE

The first edition of “**English for Job Applications**” was well received nationwide. In the second edition, I have kept the same format, but provide technical corrections, updates, and clarifications in all six units.

“**English for Job Applications**” covers the English communication skills relating to paper-based and online job applications. The purpose of this book is to help undergraduate and newly-graduated job seekers develop their English skills in their job search process. This book has been designed for those who already have a basic English language background. They should be, at least, at an intermediate level of English.

This book has six units. **Unit 1** introduces skills in how to read advertised jobs and information about a prospective employer. The purpose of **Unit 2** is to help job seekers write a list with detailed descriptions of job responsibilities. In **Unit 3**, various exercises are designed to prepare job seekers to write different sections commonly included in a resume. How to write different parts of an effective cover letter is presented in **Unit 4**. **Unit 5** gives job seekers extensive lists of different types of information required to fill out an employment application form. Finally, **Unit 6** prepares job seekers for an effective job interview.

Undergraduate and newly-graduated job seekers are expected to have more confidence and to be more successful in their job search process after they have gone through the information and exercises in this book.

I believe “**English for Job Applications**” will continue to be an invaluable resource for undergraduate and newly-graduated job seekers. I owe special thanks to my longtime colleague and dear friend, Ajarn William T. (Billy) Carlon, for his editing work and taping on this new edition.

Associate Professor Dr. Tipamas Chumworatayee



Checking the Job Market and Researching Prospective Employers

Objectives: In this unit you will learn:

1. about ways to look for a job.
2. how to read advertised jobs in the newspaper and the Internet.
3. how to read information about a prospective employer.

C hecking the Job Market

1. Unadvertised Jobs

Jobs can be either advertised or unadvertised. Although most job vacancies are advertised, it's worth noting that many times these positions have been filled by the time the advertisements are published. Many job vacancies are even filled without being advertised. This can be due to such factors as **an internal candidate filling the position or someone being notified "word-of-mouth" by an existing employee.** For undergraduates and newly-graduated job seekers, unadvertised jobs can be searched for via **campus recruitment programs, university placement offices, university notice boards, Job Fairs, university alumni offices, and networking** which involves using the vast number of people that job seekers know — families, friends, neighbors, colleagues, etc. — as information sources for a job search and as indirect contact with prospective employers. To ensure you have the most suitable job, you need to be creative in checking the job market to search for both unadvertised and advertised jobs.

2. Advertised Jobs

Job vacancy advertisements, either **in print or online**, are the main sources of information for most job seekers. Using job vacancy advertisements can be **helpful for newly-graduated job seekers who seek entry-level positions**. Although employers advertise their vacancies in a wide variety of ways, **the two most common places** that job seekers can locate advertised jobs are **classified advertisements (classified ads) and the Internet**.

a. Classified Ads

The “classified ads” section of newspapers is **the traditional source of job listings**. Many **newspapers, both national and local**, have job vacancy advertisements, usually near the back under the classified section. Classified ads can also be placed in **magazines, journals and professional association publications or even on television and radio**. You may also find **employment agencies or recruitment agencies** advertising the sort of vacancies you want to apply for **in newspapers, journals or magazines**.

b. The Internet

A **new and more comprehensive source of job listings** is the Internet. Certainly, job searching on the Internet is the method that has been receiving the most attention nowadays. The Internet is filled with an abundance of job-related information. It **provides access to many different websites for online job searches from companies around the world**. Many employers prefer to hire through their websites. They offer a career section and create an online application to be sent directly to their human resources offices. If you do not know a company’s web address, you can **use a general search engine such as google.com or yahoo.com to find the website**. Type the name of the company into the search engine, and it should take you to the appropriate site.

Job seekers can also find job listings through job search websites which can be **recruitment or employment agencies’ websites and newspapers’ websites**. Here are some **useful Thai job vacancy websites**:

- careerjet.co.th/
- th.jobsdb.com/th
- monster.co.th/
- jac-recruitment.co.th/
- prtr.com/
- job.bangkokpost.com
- bangkok.craigslist.co.th/
- jobtopgun.com
- fameplacement.com/
- pasona.co.th/
- nationejobs.com/

Skills can be grouped into **three categories**:

1. **Skills learned through past experience and education (knowledge-based skills)** such as accounting skills, computer programming skills, financial skills, laboratory skills, language teaching skills, marketing skills, product development skills, research skills, etc.

2. **Skills you bring with you to any job (transferable or portable skills)** such as analytical skills, communication and writing skills, coordinating skills, customer-oriented skills, follow-up skills, interpersonal skills, negotiation skills, organizational skills, problem-solving skills, team leader skills, time management skills, etc.

3. **Personality traits or the things that make you who you are** such as creativity, dedication, flexibility, friendliness, goal-orientation, good judgment, good sense of humor, independence, integrity, loyalty, positive attitude, quick learner, responsibility, self-confidence, self-improvement, self-motivation, self-starter, etc.

How can job seekers learn what skills will impress prospective employers?

As a job seeker, you should learn as much as possible about what kind of employee the employer desires. To learn what a company is looking for, it is essential to **read the job vacancy advertisement carefully**. After reading a job vacancy advertisement, you should ask yourself what job skills your prospective employer would want from you. The **two most important sections** that a job seeker should look at carefully are **the qualifications section and the explanation of what duties the hired candidate will perform (job responsibilities)**. When job vacancy advertisements illustrate both points, you should view both sections as equally important because the combination of the two will help you to learn as much as possible about job skills the prospective employer desires. Many employers nowadays use **a resume-tracking system or filtering software**; therefore, it is important to **make sure that your skills match the keywords in the job vacancy advertisement**. Key words are words that signal what an employer considers important or essential in hiring for a position.

The following job vacancy advertisements illustrate the qualifications section and the explanation of what duties the hired candidate will perform (job responsibilities). **Look carefully at the key words in both sections of the advertisements to give you insight into the skills, abilities and personal qualities your prospective employer desires.**

Example 1:**Sales Engineer (Civil)**

Post Date: 1/26/20--

Our client is trading company of industrial and construction products.

Location: Patumwan, Bangkok

Job responsibilities:-

- Reporting directly to the Sales Manager
- Maintaining a good relationship with key customers
- Working with engineering department and customers on product development
- Expanding business within your assigned territory
- Preparing sales forecasts and projections
- Tracking market information

Qualifications:-

- Male, age 25–30
- Bachelor's Degree in Civil Engineering, Mechanical Engineering, Industrial Engineering
- At least 3 years experience in industrial sales
- The candidate will be expected to travel up-country so he needs to possess his own car
- Good command of English both conversation & writing
- Good personality and excellent communication and negotiation skills
- Own car and holding driver's license

Applications will be accepted by mail or in MS. Word format only.

We cannot consider a Resume from the 'QUICK APPLY' route

If you are interested send your resume stating present salary and position.

We prefer to receive your own resume directly to:

Adecco Engineering & IT Staffing Solutions,

Adecco Phaholyothin Recruitment Ltd.

979/74, SM Tower 25th Floor, Phaholyothin Road,

Samsennai, Phayathai, Bangkok 10400

Tel: 0 2298 0234–40, 0 2298 0170–80 Fax: 0 2617 0911

E-mail: panans@adecco.co.th

Website: www.adecco-asia.com

Preparing for the Job Interview

1. Researching Companies

Try to **gather as much information about the industry and the company as you can**. The most practical way to do this is to research the company online (this will be discussed later in this unit). Not only will you appear informed and intelligent, but it will also help you make a decision when a job offer is eventually made. Try to relate what you know about the employer when answering job interview questions.

2. Researching Yourself

Prepare to answer typical job interview questions by **listing your qualifications**. Try to find some weaknesses as you may be asked to talk about them. Moreover, by studying your weaknesses, you will be able to **choose a weakness that you can turn around to be a positive**.

3. Practice

You want to seem somewhat **spontaneous**, but you also want to appear **self-confident**. The most practical way is to **practice answering typical job interview questions**. The way to do this is to **rehearse** (not exactly what you will say, but how you will say it). A helpful method is to rehearse in front of a video camera. Study your **posture**, the way you make **eye contact**, and your **body language**.

4. Establishing Rapport

Since the interviewer's job is to make sure that your personality is a good match to the position, you must **establish a rapport**. Let the interviewer set the rate and tone. If he or she speaks softly, so should you.

5. Body Language

Eye contact is very important, and it must look natural. A **smiling and relaxed face** is very appealing. Put your hands in your lap and do not fold your arms across your chest. Also, don't move your hands around a lot.



Positive Work Experience

- What feedback have you received in your employment history that has helped you professionally?
- What steps did you take to improve your performance in your last job?
- In which aspects of your last position did you perform best? Why?
- Which aspects of your last position did you enjoy the most? Why?
- What did you like about your last job?
- What motivated you in your last job?
- What makes you want to work hard?
- In your recent position, how have you demonstrated initiative?
- What is your experience working in a confidential setting or with confidential matters?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of an occasion where you used logic to solve a problem.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Tell me about an occasion in which you achieved something as a member of a team.
- Tell me about a time when you had to plan and coordinate a project from start to finish. What was your role in the group and how was the project organized?
- How do you evaluate success? What are the reasons for your success?
- What is your idea of the meaning of success?
- Describe how you work effectively under pressure.

These questions are asked **to see if your past or present work experience gives you the qualifications for the new position.** To answer such questions, you will need to be prepared to provide detailed answers, including specific examples of your work experiences. When answering this type of question, try to **focus on the job responsibilities and the ideal candidate profile that are listed in the job description for the new position.** That way, the interviewer will see that you have the qualifications necessary to do the job. Like in the job employment application forms (as you have studied in Unit 5), to answer this type of job interview question, you need to include the following points in your answer:

ENGLISH FOR JOB APPLICATIONS

หนังสือ English for Job Applications มีวัตถุประสงค์เพื่อช่วยผู้เรียนที่กำลังจะจบการศึกษาและบุคคลที่กำลังหางานทำ ได้ใช้ภาษาอังกฤษเป็นเครื่องมือในการนำไปสู่ความสำเร็จในการสมัครงาน หนังสือเล่มนี้สามารถใช้ในห้องเรียนหรือใช้เพื่อการเรียนรู้ด้วยตนเอง เนื้อหาของหนังสือเหมาะสมกับสถานการณ์ปัจจุบัน โดยการนำเอาเว็บไซต์มาช่วยในการหาตำแหน่งงาน และการกรอกใบสมัครงาน เนื้อหาประกอบด้วยบทเรียน 6 บทเรียน ตามขั้นตอนการสมัครงาน ดังนี้

- บทที่ 1: การมองหาแหล่งสมัครงาน และการหาข้อมูลเกี่ยวกับบริษัทและธุรกิจของบริษัทที่จะสมัครงาน (Checking the Job Market and Researching Prospective Employers)
- บทที่ 2: การรู้จักทักษะการทำงานของตนเอง (Identifying Your Job Skills)
- บทที่ 3: การเขียนเอกสารประวัติย่ออย่างมีประสิทธิภาพ (Writing Effective Resumes)
- บทที่ 4: การเขียนจดหมายสมัครงานอย่างมีประสิทธิภาพ (Writing Effective Cover Letters)
- บทที่ 5: การกรอกใบสมัครงาน (Filling out Employment Application Forms)
- บทที่ 6: การเตรียมพร้อมเพื่อการสอบสัมภาษณ์งาน (Practicing Your Job Interview Skills)

บทเรียนทุกบทในหนังสือเล่มนี้ มีคำอธิบายอย่างละเอียดพร้อมตัวอย่าง และมีแบบฝึกหัดที่หลากหลายเพื่อให้ผู้เรียนได้ฝึกฝนในสิ่งที่ได้เรียนรู้มา ก่อนทำแบบฝึกหัดจำลองสถานการณ์ท้ายบท โดยให้นำสิ่งที่ได้เรียนรู้ในบทเรียนนั้นๆ ไปประยุกต์ใช้ในสถานการณ์การสมัครงานจริงของตนเอง

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