

Reading text: “JOB APPLICATION”

I am interested in this job because I am currently looking for an opportunity to use the skills I learnt in my college.

I am particularly looking for a job in a small company such as yours, as I believe I will be able to interact with a wide range of people, and as a result, learn more skills.

I would like to progress within a company and gain more responsibilities over the years.

I have experience in working in an office environment; I worked for 6 months in a recruitment office as a receptionist.

Discussion: “Can you tell me about any previous work experience you had?”

Reading text: “HOW TO WRITE A RESUME”

A simple resume needs to be clean and professional in terms of the design, the formatting, and the content. Usually, simple resumes are used to get straight to the point, displaying the basic information a hiring manager needs to know about the candidate.

Due to its simplicity, a resume suits someone with limited experience, such as students, entry-level positions or those searching for part-time jobs.

Simple resumes are often elegant but minimalist: there is no need for graphics or fancy colours, while the applicant needs to portray his profile in the most plain and concise manner.

Discussion: “Make a list of relevant information for a resume”

Reading text: “HOW TO FIND A JOB IN THE USA”

Before you start your job search, gather all the information that will help you understand what type of job you can apply for in the United States.

This can include your:

- **Work history** – the name, dates, and location of where you worked
- **Work skills** – general skills you can use at any job and work-specific skills
- **Education or training** – name and location of the school you attended.
- **Languages** – other than your mother tongue
- **Professional references** – these are people who you have worked with in the past and that can speak positively about your experience
- **Proof you can work in the USA** – documents that show you can work in the U.S. such as a passport, green card, or social security card.

Discussion: “What would you suggest to a person who is looking for a job in Italy?”

Reading text: “EMPLOYMENT CENTERS IN EUROPE”

Employment centers are organizations meant to help workers find employment and employers find workers. They may be either private or public. Their services are available to the unemployed, to those who seek different or better jobs, and to employers.

Employment centers also offer services such as job counseling, resume assistance, and access to computers.

In EU countries, the public employment services (PES) are the authorities that connect jobseekers with employers. Although different in each country, all PES help match supply and demand on the labour market through information, placement and active support services.

Discussion: “In your opinion, are employment centers really helpful to jobseekers?”