

รายวิชา ภาษาอังกฤษ

รหัสวิชา อ23102 ชั้นมัธยมศึกษาปีที่ 3

เรื่อง Job Application

ครูผู้สอน ครูธีรวิภา ตรีสวัสดิ์
ครูวัลลภ ใจหมั่น



Job Application

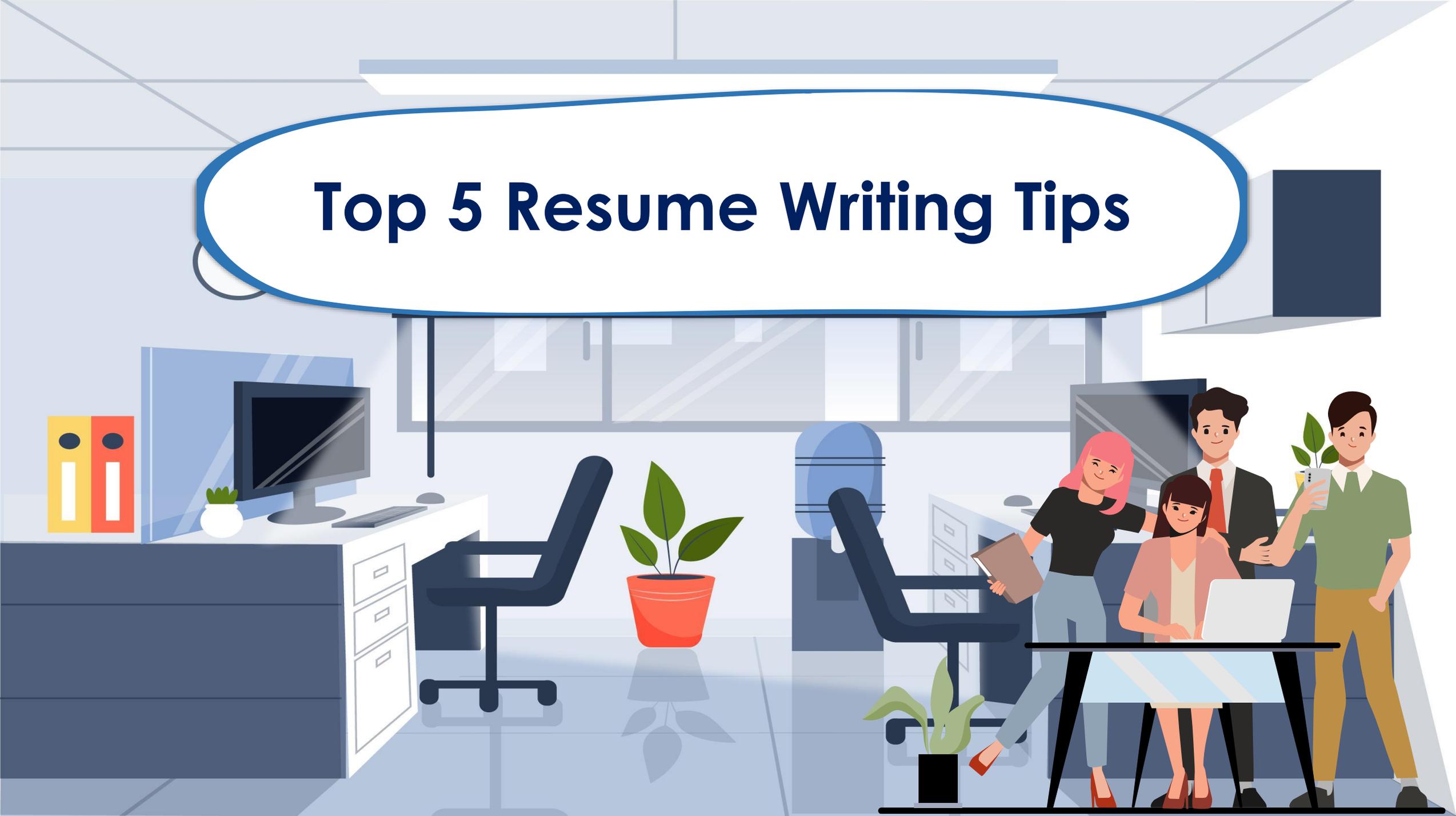


จุดประสงค์การเรียนรู้

1. ออกเสียงคำศัพท์เกี่ยวกับจดหมาย
การสมัครงานได้
2. นักเรียนสามารถเรียงลำดับจดหมาย
สมัครตามโครงสร้างที่ได้เรียนมาได้



Top 5 Resume Writing Tips



Top 5 Resume Writing Tips

1. The layout and format is important.

Select a traditional font that is easy to read and use black type against white paper.



Top 5 Resume Writing Tips

2. You have 15-20 seconds to shine.

Highlight your key accomplishment and most relevant skills within the top half of your resume, preferably using bullets.



Top 5 Resume Writing Tips

3. List your experience in reverse chronological format. List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.



Top 5 Resume Writing Tips

4. **Customize** your resume to each position.

In your summary statement, immediately state the **position** to which you are applying for and tailor your resume to reflect your experience for the position accordingly.



Top 5 Resume Writing Tips

5. Quantify your accomplishments.

Identify appropriate metrics and include professional achievements that are value-added and specific to each role.



Vocabulary



enclose (v.)

to include something inside a letter or parcel:

Example

Apply in writing, enclosing a current CV, to the address below.



position (n.)

A position in a company or organization is also a job.

Example

He applied for the position of marketing manager.



reference (n.)

a mention of something:

Example

I am writing to you with reference to the job advertised in yesterday's newspaper.



certification (n.)

proof or a document proving that someone is qualified for a particular job, or that something is of good quality:

Example

He will seek organic certification of his beef and poultry products.



candidate (n.)

a person who is competing to get a job or elected to a position:

Example

There are three candidates running for sheriff.



degree (n.)

(an) amount or level of something:

Example

This job demands a high degree of skill.



employment (n.)

the fact of someone being paid to work for a company or organization:

Example

How long have you been looking for employment?



opportunity (n.)

the chance to get a job:

Example

There are some great opportunities now for engineers trained in computer-aided design.



advertise (v.)

to make something known generally or in public,
especially in order to sell it:

Example

We advertised our car in the local newspaper.

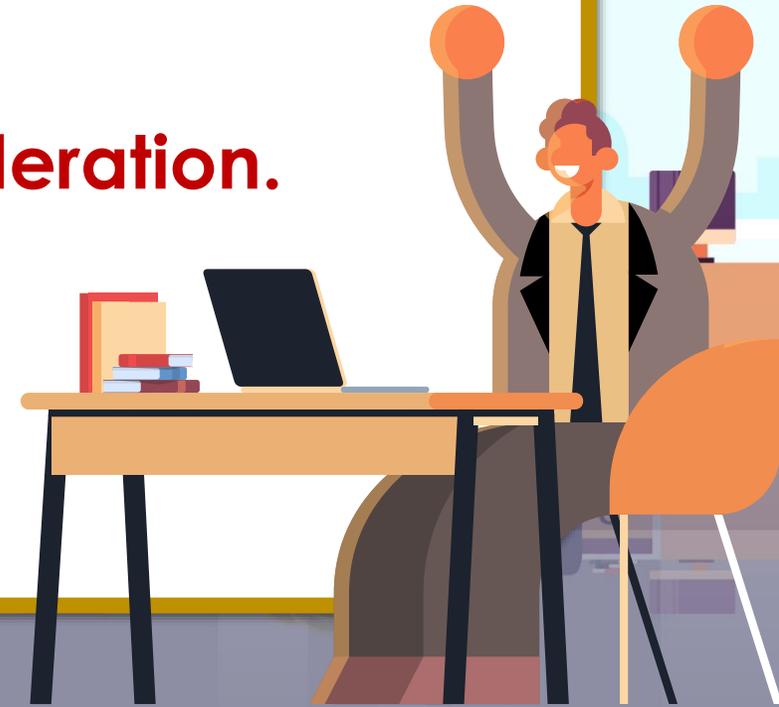


consideration (n.)

The act of thinking something carefully:

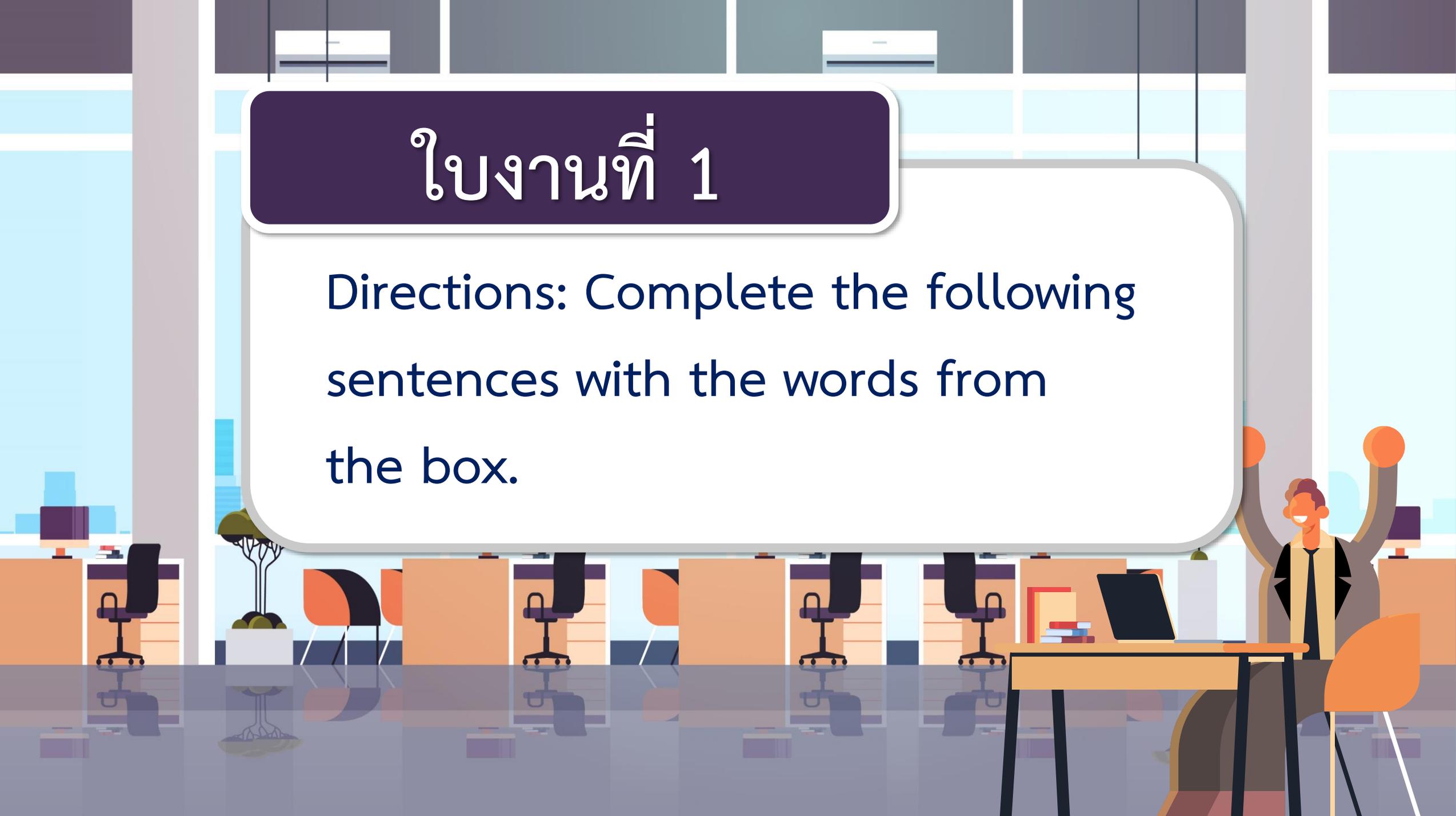
Example

The whole matter needs careful consideration.



ใบงานที่ 1

Directions: Complete the following sentences with the words from the box.



ใบงานที่ 1

position

enclose

reference

certification

candidate

degree

consideration

employment

opportunity

advertise

- | | |
|----|--|
| 1. | I am writing to you with <u>reference</u> to the job advertised in yesterday's newspaper. |
| 2. | Adult workers are increasingly going back to school for a degree or <u>certification</u> to improve their job opportunities. |



ใบงานที่ 1

position

enclose

reference

certification

candidate

degree

consideration

employment

opportunity

advertise

- | | |
|----|--|
| 3. | Your contract will set out the terms and conditions of your <u>employment</u> . |
| 4. | I'm not in a <u>position</u> to reveal any of the details of the project at present. |



ใบงานที่ 1

position

enclose

reference

certification

candidate

degree

consideration

employment

opportunity

advertise

5. **Candidates** must write their names on the top page of the exam paper.

6. I'm going to **advertise** for someone to clean my house.



ใบงานที่ 1

position

enclose

reference

certification

candidate

degree

consideration

employment

opportunity

advertise

7. Please enclose a curriculum vitae with your application.

8. There are some great opportunities now for engineers trained in computer-aided design.



ใบงานที่ 1

position

enclose

reference

certification

candidate

degree

consideration

employment

opportunity

advertise

9. She has a master's degree in history from Yale.

10. That's an interesting job offer. I'd give it some serious consideration if I were you.



ใบงานที่ 2

Directions: Identify the sections in a job application letter given.

Heading

Salutation

Body of the letter

Complimentary close

Signature



Colleen Warren
colleen.warren@email.com
555-123-1234
www.linkedin.com/colleenwarren

Dear Hiring Manager,

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused, health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector, and I am confident that my business experience will be an asset to your organization.

My responsibilities have included the development and management of website editorial voice and style, editorial calendars, and the daily content programming and production for various websites.

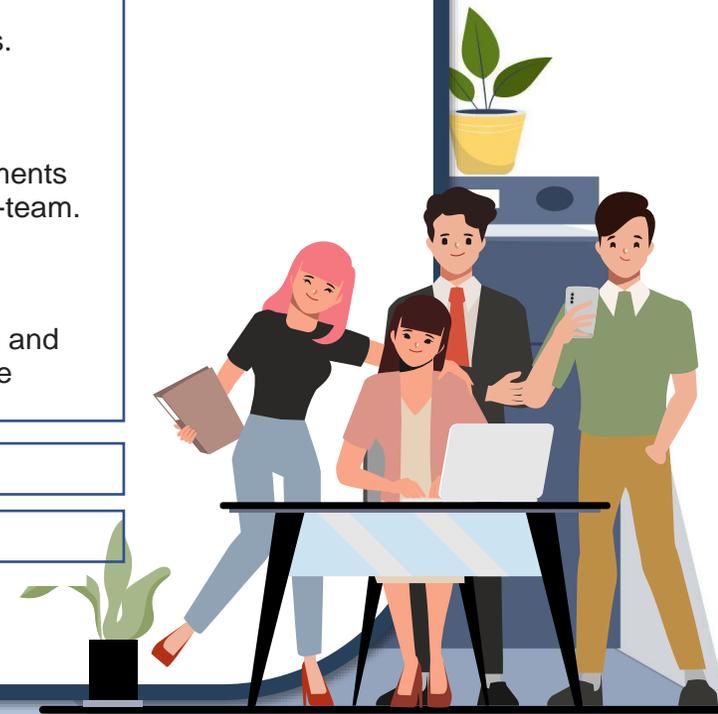
I have worked closely with health care professionals and medical editors to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team, as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements.

I am confident working with development departments to implement design and functional enhancements, monitor site statistics, and conduct search engine optimization.

Thank you for your consideration.

Colleen Warren



What to Include in Each Section of the Letter



What to Include in Each Section of the Letter

There are also set rules for the sections included in the letter, from salutation to sign-off, and how the letter is organized. Here's a quick lowdown on the main sections included in a job application letter.



What to Include in Each Section of the Letter

Heading: A letter of application should begin with both your and the employer's contact information (name, address, phone number, email) followed by the date. If this is an email rather than an actual letter, include your contact information at the end of the letter, after your signature.



What to Include in Each Section of the Letter

Salutation: This is your polite greeting. The most common salutation is "Dear Mr./Ms." followed by the person's last name. Find out more about appropriate cover letter salutations, including what to do if you don't know the person's name, or are unsure of a contact's gender.



What to Include in Each Section of the Letter

Body of the letter: Think of this section as being three distinct parts.

- In the first paragraph, you'll want to mention the job you are applying for and where you saw the job listing.
- The next paragraph(s) are the most important part of your letter. Remember how you gathered all that information about what employers were seeking, and how you could meet their needs? This is where you'll share those relevant details on your experience and accomplishments.
- The third and last part of the body of the letter will be your thank you to the employer; you can also offer follow-up information.



What to Include in Each Section of the Letter

Complimentary Close: Sign off your email with a polite close, such as "Best" or "Sincerely," followed by your name.



What to Include in Each Section of the Letter

Signature: When you're sending or uploading a printed letter, end with your signature, handwritten, followed by your typed name. If this is an email, simply include your typed name, followed by your contact information.



ใบงานที่ 2

Directions: Identify the sections in a job application letter given.

Heading

Salutation

Body of the letter

Complimentary close

Signature



Heading

Colleen Warren
colleen.warren@email.com
555-123-1234
www.linkedin.com/colleenwarren

Salutation

Dear Hiring Manager,

Body of the letter

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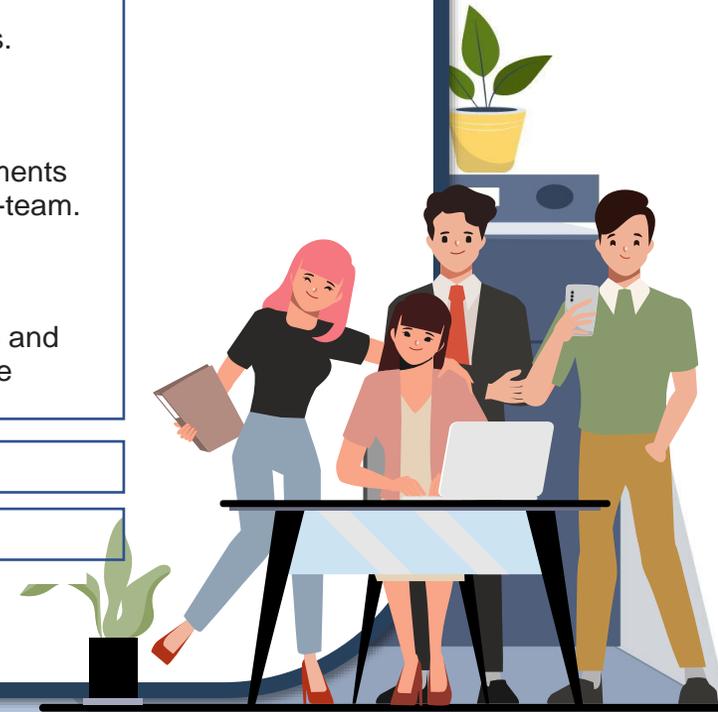
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Complimentary Close

Thank you for your consideration.

Signature

Colleen Warren





บทเรียนครั้งต่อไป

เรื่อง Job Interview Training





สิ่งที่จะต้องเตรียม ใบงานเรื่อง

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