

# Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

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Hafta 1

# HOW TO WRITE A JOB APPLICATION

- Even before they graduate, students start thinking about their future employment and one of the first things they have to do is to write and submit a job application and a CV.
- In different countries, different conventions apply to the process of job application and interviews.
- However, a CV or résumé contains all the unchanging information about the student, i.e. education, background and work experience.
- This usually accompanies a letter of application, which in some countries is expected to be hand-written, not word-processed.
- A supplementary information sheet containing information relevant to this particular job may also be required.
- When you apply for a job, you may need to fill in a company application form which asks for personal details, your qualifications, and your work history.
- Alternatively, you may be asked to supply a CV, which gives similar information, but which you write yourself.

- In either case, you will need to write a covering letter to go with the application form or CV.
- Most jobs are advertised in the papers or specialist publications, and before you write your covering letter you should study the wording of the advertisement carefully.
- Find out exactly what the employer is looking for (e.g., your working experience, knowledge of foreign languages, etc).
- Then in your covering letter, try to show that you have all the qualities, qualifications, and experience that the employer is looking for.
- Do not simply repeat all the information in the CV, but highlight the most important parts.
- Of course, the salary is an important part in the process of job hunting.
- Certain companies, beside a good salary may offer some extra benefits, such as a company car or cheap housing loans, bonuses paid in, the so-called “thirteenth month”, company pension schemes, free canteen meals, long holidays or flexible working hours.