

PURPOSES OF THE COURSE

- 1- Help with the employment process**
- 2- English practice and improvement**

CONTENTS

- 1- Cover Letter**
 - 2- e- mail**
 - 3- Phone call**
 - 4- Job Interview**
-

London Children's Practice



JOB OPPORTUNITIES

The London Children's Practice is looking for an Occupational Therapist and Speech and Language Therapist to join their team in Lahore, Pakistan. The Practice will open in September 2011.

Newly qualified therapists will be considered and will have the opportunity to develop their skills under the supervision of senior therapists.

Interviews will be conducted in August 2011. Please send your CV and a covering letter to:

lcppak@gmail.com



WALK-IN INTERVIEWS KFC RESTAURANTS

We are recruiting for our new KFC Restaurants at MULUND & THANE

RESTAURANT GENERAL MANAGER : Diploma / Degree holders in any field with min. 3 years exp. preferably in the relevant industry.

ASSISTANT RESTAURANT MANAGER : Diploma / Degree holders in any field with min. 2 years exp. preferably in the relevant industry.

SHIFT MANAGER : Diploma holders / Undergraduate in any field preferably in the relevant industry.

CREW MEMBER : Minimum qualification required of SSC with good communication skills.

WALK-IN INTERVIEWS

Interested candidates please bring along the resume, qualification documents, 3 passport photos & salary proof. Interviews are on 04th October 2011 & 05th October 2011 between 10.00am to 04.00pm at below mentioned Venue :

- 1) A/214, Sundervila Bldg, Near Vijay Sales, Santacruz (W), Mumbai - 400 054.
- 2) KFC, K-Star Mall, Unit No. 7-14, 3rd Floor, Near Diamond Garden, Sion Trombay Road, Chembur (E), Mumbai - 400071.

REQUIRED

A well reputed organization in Karachi requires young and energetic persons for following posts:

Production Officer/Supervisor:

Diploma in Chemical/Mechanical Technology or B.Sc. having 2-3 years experience preferably in Soap Industry.

Security Officer:

Retired armed force, Intermediate, age between 40-50 years, having 2-3 years of civil experience. Officer from fighting Arms are encouraged to apply.

Please send CV with recent photograph & testimonials to P.O. Box # 7835 Karachi-74400 latest by 24.11.2012.

JOB OPPORTUNITIES

Admission Officer (Female) for Islamabad

Eligibility: BA/BSc/BBA/MBA/MSc. relevant experience with good looking personality and excellent communication skills. Local candidates from Islamabad/Rawalpindi will be given preference.

Librarian (Female) for Islamabad

Eligibility: BLIS/MLIS with Computer Literacy Experienced local candidates from Islamabad, Rawalpindi will be given preference. Knowledge of Library Software will be added advantage.

Receptionist (Female) for Islamabad (Morning/Evening & Week-end Shifts)

Eligibility: FA/BA local Islamabad resident with good looking personality, clear voice, good communication skills and basic computer knowledge of MS Word/Excel.

Eligible Candidates are advised to come with complete CV for **Walk-in-Interview** on Tuesday, 27th August 2013 from 12pm to 5pm on the address given below:

Comwave Institute

First Floor, Taj Plaza, F-9 Markaz, Islamabad, Tel: 051-2287257

Chemical Engineer - Islamabad



A well reputed company is looking to hire talented professional Chemical Engineer for its Islamabad Office.

Position : Manager Technology
Qualification / Experience : B.Sc. Chemical Engineering from a HEC approved University with at least 8-10 years of working experience with reputable petrochemical company. Must be Computer literate and should have effective communication skills.

Send CV to hanan.sagheer@csg-pk.com by 15 February 2011.



JOB OPPORTUNITIES

exist for professional in a well known Fast Food Chain **SUBWAY** in **Lahore**

- | | |
|--|--|
| ➤ Managers
Qualification: Graduate / MBA | ➤ Sandwich Artist / Counter Staff
Qualification: Intermediate |
| ➤ Assistant Managers
Qualification: Bachelor | ➤ Telephone Operator (Bilingual preferred)
Qualification: Intermediate |
| ➤ Accountant
Qualification: B.S. / B.Com | ➤ Riders / Cleaning Staff
Qualification: No qualification |

Drop Your CV With One Recent Photograph To

89-C Jail Road, Near Race Course Park, Lahore.

Mobile: 0300-8400898 www.subway.com

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Academia de idiomas



SILVINA HEBE VENTURA
X 3518580-V
C/ Jacinto Benavente, 25
28609 Sevilla La Nueva



1.

1

Add a letterhead at the top of the letter. Your letterhead should include your full name, address, telephone number, and email address. Some guidelines to follow when creating your letterhead:

- Your name should be in bold 14- or 16-point font.
- Your address and other contact information should be in normal 12-point font.
- The font of your letterhead does not need to be Arial or Times New Roman, like the rest of your letter, but it should be professional looking and easy to read. The most important thing to remember is to include up-to-date information so that you make it easy for the employer to contact you.
- You may want to include an extra line under the letterhead in order to create visual appeal and to separate the letterhead from the rest of the letter.

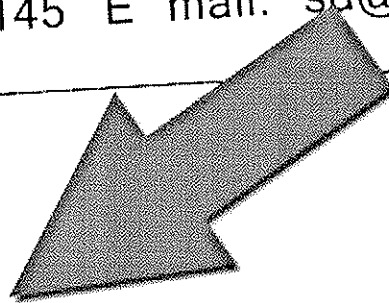


Stephen Davis

200 West First St.
Auburn, ME 04211

Phone: 207.555.0145 E mail: sd@email.com

July 22, 2014
Sally Jenkins
ABC Company
123 Main St.
Auburn, ME 04211



wikiHow

2

Write the recipient's name and address and the date below the letterhead. It doesn't matter whether you put the date first or last, or how many blank lines you include between them, as long as it looks professional.

From here on out, use 12-point Arial or Times New Roman throughout the entire letter, set your margins to one inch, and use single spacing. Be sure your font is black, and if you're printing your letter out, use standard-sized paper (8 1/2" by 11").



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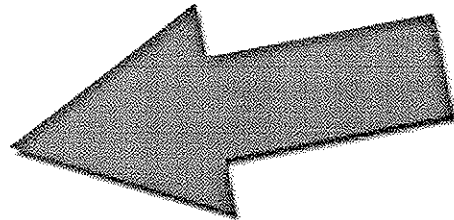
C/ Jacinto Benavente, 25
28609 Sevilla La Nueva

200 West First St.
Auburn, ME 04211

Phone: 207.555.0145 E mail: sd@email.com

July 22, 2014
Sally Jenkins
ABC Company
123 Main St.
Auburn, ME 04211

Dear Ms. Jenkins,



3.

3

Address the recipient. Be sure to refer to the recipient by his or her proper title (Mrs., Mr., Dr., etc.). If you're not sure who the recipient is, write, "To Whom It May Concern:" or "Dear Sir or Madam"; however, it is *always* best to address a cover letter to a real person to make it look like you're not sending form letters.



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Sally Jenkins
ABC Company
123 Main St.
Auburn, ME 04211

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

WikiHow

4

State your purpose in the first paragraph. Tell the employer why you are writing to them in two or three sentences. State the position for which you are applying (or the one you would like to have should it become available).

You don't necessarily need to include how you became aware of the position unless it was through a mutual contact or recruiting program—in which case you should make the most of the connection.

If you are writing a letter of interest (also known as a prospecting or inquiry letter) in which you are asking about positions that might be available, specify why you are interested in working for the employer.



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Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills, I am eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet

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5.

5

Outline your qualifications in the middle paragraph(s). Make sure to match them to the requirements of the position. If you are writing to inquire about open positions, tell the employer how you can contribute to their bottom line, not what you want to get out of the deal. To do this, use what you have researched about the employer's background and history.

Make your qualifications jump out at the reader by researching the company to which you are applying for a job and tailoring your letter accordingly. This will also be useful if you get an interview. Some questions to keep in mind as you write are

What is the employer's mission? What do they promote as the one thing that sets them apart from their competitors?

What kind of customer base does the employer have? Who is their target audience?

What is the company's history? Who founded it? How has the business evolved? What are the main highlights of the company's performance over the past few years?

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28009 Sevilla Lx. Nueva



eager to contribute my abilities and experience to ABC Company. Given my extensive training and background, I believe I can help ABC Company meet

I know I would be a great asset to your company and look forward to discussing how I can add to your business.

Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Sincerely,

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6

Include a positive statement or question in the final paragraph that will motivate the employer to contact you. Make this closing paragraph between two to four sentences. Direct the employer to your enclosed resume and make sure you specify that you're available for an interview. Finish off by thanking the recruiter for their time and consideration, and welcome them to get in touch with you to continue the conversation.



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I know I would be a great asset to your company and look forward to discussing how I can add to your business.

Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Yours sincerely,

7.

7

Write an appropriate closing. It's a good idea to thank the reader for his or her time. After that, write "Sincerely," "Respectfully," or "Regards," leave several spaces, and print your name.



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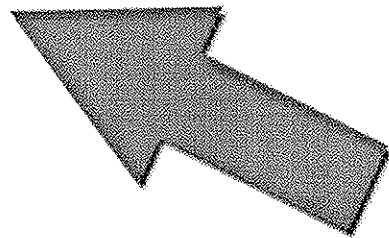
X 3518530-V

C/ Jacinto Benavente, 25
28602 Sevilla La Plazuela

Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Yours sincerely,

S. Davis



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8

Add your signature. If you will be submitting your cover letter digitally, it's a good idea to scan and add your signature, write it in with a digital writing pad, or make a digital signature stamp with appropriate software.



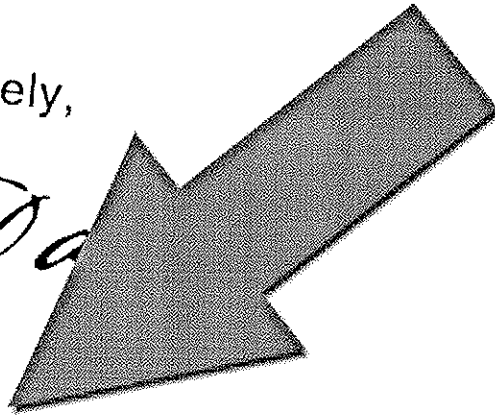
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Please find enclosed my resume and a list of my references. Feel free to call me at 207.555.0145, to arrange a time to meet. I look forward to hearing from you.

Yours sincerely,

S. Davis

Enclosures : Resume



9

Make a notation of the enclosures. If you enclose something, such as a resume, with a letter, you should indicate that the letter contains enclosures by making the notation "Enclosure" or "Enclosures" at the bottom of the letter.



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Openers

- We are writing with reference to ...
- We are writing to ask if you would / might be interested in giving a keynote speech...
- We are contacting you with reference to / regard to
- We are writing in reply to your letter of ...

Closers

- We look forward to receiving your completed application
 - at your earliest convenience (formal, the application is not urgent for us)
 - as soon as possible (neutral, the matter is urgent for us)
 - in due course (neutral)
 - within the next days or weeks (neutral)
- If you have any further information, please do not hesitate to
 - contact us
 - ask us
 - get (back) in touch
 - call me on ...
- If you have any more / further questions, ...
- If we can be of any further help, ...
- We appreciate your understanding in this matter (for bad news).
- An early reply would be greatly appreciated.
- We look forward to an early reply.
- Should you need any further information about ..., we will be happy to assist you.
- We look forward to receiving this information as soon as possible.
- Please deal with this matter urgently. I expect a reply from you by tomorrow morning at the latest.



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Enquiries

Enquiry

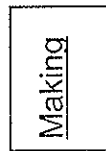
- We are interested in
- Could you also provide us with ... / details of ...
- In particular, we would like to know ... or We would like to know in particular ...
- We would be grateful for ...
- Please send us ... including ...
- Please be so good as to ...
- We would like some information about ...
- Could we possibly / perhaps meet on ...?
- Could you possibly (for the first time) send me the cheque before ...
- Could you assure us that?
- Would you kindly give us details of ...
- Would you be so kind and give us ...
- We would be grateful if you could (possibly / kindly) send us ...
- Could you also provide details of

Response

- We are sure that ...
- We assure you that ...
- We are attaching ...
- We feel sure that we will be able to ...
- We apologise for any inconvenience that ...
- We apologise for any inconvenience which may have been caused (by ...)
- We look forward to an early reply
- If you need any further information, please do not hesitate to contact us.
- We assure you that your order will have our prompt attention.
- The correct information is given below. Please amend / change / up date your records.
- (Unfortunately) We are afraid that ...(unfortunately)
- Unfortunately we cannot ...
- We are awfully sorry, but / to inform you (they do not know the news yet) / for the error (they already know about it)



Enquiries



Prompt
.....↑
reference

→

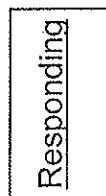
Action
↑
purpose

Dear ...,

We have (sthg recent)	seen	(source) on TV ...	enquire about
	read	in ...	know if
	heard about		have confirmation
	learnt		have further details about

Dear ...,

I am interested in and would like to



Reference

follow up

Dear ...,

Thank you for your

letter of ...
e-mail
enquiry about ...
question regarding ...

I am happy / pleased to

confirm ...
attach / enclose our price list
inform you that ...

I am afraid that we






cannot ...
are unable to ...

Checking and confirming information

Speaking	Writing
I didn't quite catch what you said about Let me just go over the main points again. Firstly, ...	I am afraid, I did not quite understand what you meant by / about ... If I may just reiterate / summarise ...
<i>Asking for clarification</i> What exactly do you mean by? What is the precise purpose / function of ...?	Could you please explain what you mean by ...? Could you please elaborate on what you mean by....? Would you mind clarifying the purpose of...?
<i>Asking for verification</i> Did you say the end of <i>January</i> ?	Could you confirm that the conference is scheduled for 30 th January?
<i>Correcting information</i> Excuse me / sorry, that's not quite right. Sorry, I think you've made a mistake. Fifty rather than fifteen.	I fear that is nor quite right. I am afraid, that is not quite right. It seems there may be a mistake. Instead of 15 xs, we ordered 50.



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 Send  Attach  Save Draft  Spelling  Cancel



To: Show BCC

Cc:

Subject: Plain Text

Font: Arial 12 **B** *I* U        

Meeting agreement Script

A: Good Morning, I would like to talk to This is Mr.'s secretary from company.

B:

A: I wonder if you could attend a meeting with Mr.....

B:

A: Okey! Mr. is available next Monday at 9:30 a.m. Is that good for you?

B: (No...).....

A: All right! Then, what about at 11:00 am?

B:

A: Are you coming by car or bus? (Secretary gives directions)

B:

A: Could you bring, please, your qualifications original copies?

B:

A: I look forward to seeing you Mr.

B:

- How would you describe yourself? / ¿Cómo te describirías a ti mismo?
- Why did you leave your last job? / ¿Por qué dejaste tu último trabajo?
- What are your long range and short range goals? / ¿Cuáles son tus objetivos a largo/corto plazo?
- What specific goals other than those related to your occupation, have you established for yourself for the next ten years? / ¿Qué objetivos específicos aparte de los relacionados con el trabajo, te has marcado para los próximos diez años?
- What do you see yourself doing five years from now? Ten years from now? / ¿Qué crees que harás dentro de cinco/diez años?
- What do you really want to do in life? / ¿Qué quieres hacer en la vida?
- What are your long range career objectives? / ¿Cuáles son tus objetivos a largo plazo en tu carrera profesional?
- How do you plan to achieve your career goals? / ¿Cómo planeas conseguir tus objetivos profesionales?
- What are the most important rewards you expect in your career? / ¿Cuáles son las recompensas más importantes que esperas en tu carrera profesional?
- What do you expect to be earning in five years? / ¿Cuánto dinero esperas ganar de aquí a cinco años?
- Why did you choose this career? / ¿Por qué elegiste esta carrera profesional?
- Can you explain this gap in your employment history? / ¿Puedes explicar por qué no trabajaste durante este período de tiempo?
- How well do you work with people? Do you prefer working alone or in teams? / ¿Qué tal se te da trabajar con gente? ¿Prefieres trabajar solo o en equipo?
- How would you evaluate your ability to deal with conflict? / ¿Cómo evaluarías tu capacidad para tratar los conflictos?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict? / ¿Has tenido alguna vez algún conflicto con un supervisor? ¿Cómo lo resolviste?
- What's more important to you -- the work itself or how much you're paid for doing it. / ¿Qué es más importante para ti... el trabajo en sí mismo o el salario que percibes?
- What do you consider to be your greatest strengths and weaknesses? / ¿Cuál consideras que es tu mayor punto fuerte/débil?
- How would a good friend describe you? / ¿Cómo te describiría un buen amigo?
- Describe the best job you've ever had. / Describe el mejor trabajo que hayas tenido.



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- Describe the best supervisor you've ever had. / Describe la mejor persona que hayas tenido como jefe.
- What would your last boss say about your work performance? / ¿Qué diría tu último jefe sobre tu rendimiento en el trabajo?
- What motivates you to go the extra mile on a project or job? / ¿Qué te motiva a esforzarte lo máximo en un proyecto o un trabajo?
- Why should I hire you? / ¿Por qué debería contratarte?
- What makes you qualified for this position? / ¿Qué te hace apto para este trabajo?
- What qualifications do you have that make you successful in this career? / ¿Qué títulos académicos posees que te capaciten para tener éxito en esta carrera profesional?
- How do you determine or evaluate success? / ¿Qué es para ti el éxito o cómo lo evalúas?
- What do you think it takes to be successful in a company like ours? / ¿Qué crees que hace falta para tener éxito en una empresa como la nuestra?
- In what ways do you think you can make a contribution to our company? / ¿De qué manera crees que puedes contribuir en nuestra empresa?
- Do you have any hobbies? What do you do in your spare time? / ¿Tienes algún hobby? ¿Qué te gusta hacer en tu tiempo libre?
- Have you ever been fired or forced to resign? / ¿Te han despedido alguna vez o te han obligado a dejar un puesto?
- What qualities should a successful manager possess? / ¿Qué cualidades piensas que debería tener un director de éxito?
- Do you consider yourself a leader? / ¿Consideras que tienes capacidad de liderazgo?
- What are the attributes of a good leader? / ¿Cuáles son las cualidades de un buen líder?
- Describe the workload in your current (or most recent) job. / Describe tu trabajo diario en tu actual (o más reciente) trabajo.
- Which is more important: creativity or efficiency? Why? / ¿Qué es más importante: la creatividad o la eficiencia? ¿Por qué?
- What's the most recent book you've read? / ¿Cuál es el libro más reciente que has leído?
- Describe the relationship that should exist between the supervisor and those reporting to him or her? / Describe la relación que debería existir entre un supervisor y las personas que tiene a su cargo.
- What two or three accomplishments have given you the most satisfaction? Why? / ¿Qué dos o tres



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logros te han dado la mayor satisfacción? ¿Por qué?

- Describe the most rewarding experience of your career thus far. / Describe la experiencia más recompensante de tu carrera hasta ahora.
- If you were hiring a job-seeker for this position, what qualities would you look for? / Si estuvieras en el lugar de contratar a una persona para este trabajo, ¿qué cualidades buscarías?
- Do you have plans for continued study? / ¿Piensas continuar tu formación académica?
- In what kind of work environment are you most comfortable? / ¿En qué ambiente laboral te sientes más cómodo?
- How do you work under pressure? / ¿Cómo trabajas bajo presión?
- Are you good at delegating tasks? / ¿Se te da bien delegar tareas?
- What's one of the hardest decisions you've ever had to make? / ¿Cuál es una de las decisiones más duras que has tenido que tomar?
- How well do you adapt to new situations? / ¿Cómo de bien te adaptas a situaciones nuevas?
- Why did you decide to seek a position in this company? / ¿Por qué te decidiste a buscar un puesto en esta empresa?
- What can you tell us about our company? / ¿Qué puedes decirnos sobre nuestra empresa?
- What interests you about our products? / ¿Qué te interesa sobre nuestros productos?
- What do you know about our competitors? / ¿Qué sabes de nuestros competidores?
- What two or three things are most important to you in your job? / ¿Qué dos o tres cosas son las más importantes para ti en el trabajo?
- Are you seeking employment in a company of a certain size? Why? / ¿Buscas trabajar para una empresa de un determinado tamaño? ¿Por qué?
- What are your expectations regarding promotions and salary increases? / ¿Cuáles son tus expectativas en cuanto a ascensos y aumentos de salario?
- What criteria are you using to evaluate the company for which you hope to work? / ¿Qué criterio estás utilizando para evaluar la empresa para la que quieres trabajar?
- Do you have a geographic preference? Why? / ¿Tienes alguna preferencia geográfica? ¿Por qué?
- Are you willing to relocate? / ¿Estás dispuesto a cambiar de ciudad?
- Are you willing to travel for the job? / ¿Estás dispuesto a viajar?