

Dreams and Goals

COMMUNICATION GOALS

- 1 Ask about someone's background
- 2 Discuss career and study plans
- 3 Compare your dreams and goals in life
- 4 Describe job qualifications

PREVIEW

A FRAME YOUR IDEAS Complete the first section of an application for employment, using real or invented information.



Application for Employment

PERSONAL INFORMATION

Name

last

middle

date of application / /

/

/

first

Address

City

State / province

Country

Postal code / zip code

Contact Information

home telephone

cell phone

e-mail

Type of position sought

Available start date

/

/

CURRENT EMPLOYMENT

Are you currently employed?

yes

no

If so, where?

How long have you worked there?

EDUCATION

High School

Name	Major field of study	Did you graduate?
<input type="text"/>	<input type="text"/>	<input type="text"/>

College or University

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Other Education

<input type="text"/>	<input type="text"/>	<input type="text"/>
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SKILLS AND / OR TRAINING: Please list skills and / or training you have had that may contribute to your ability to perform the position you seek:



PREVIOUS EMPLOYMENT HISTORY

Please attach a list of previous positions and job responsibilities, starting with the most recent. Include the names and addresses of each company.



STATEMENT OF GOALS

Please attach a short statement about your short-term and long-term employment goals.

To apply online, go to getajob@jobco.com

B **1:02 VOCABULARY JOB APPLICATIONS** Find and circle these words and phrases in the application. Then listen and repeat.

employment
contact information
position
start date
training
employment history

C ACTIVATE VOCABULARY Look at how each word or phrase from Exercise B is used in the job application. Then on a separate sheet of paper, write a definition or synonym for each one.

D PAIR WORK What are some do's and don'ts for filling out a job application?

With a partner, create a list of suggestions to help an applicant complete a job application successfully.

Be neat and spell all words correctly.

E ▶ 1:03 **SPOTLIGHT** Read and listen to a conversation between two friends discussing career plans. Notice the **spotlighted** language.

Anne: Well, I finally sent in the applications.

Now **it's just wait and see**.

Nina: How many schools did you end up applying to?

Anne: Ten. That's just about every single one within a hundred-mile radius!

Nina: Don't you think **that might be a little overkill**? You shouldn't have any trouble getting in, should you?

Anne: Well, the food industry's so trendy right now, and it's gotten pretty competitive. **I didn't want to take any chances**. This has been a lifelong dream of mine.

Nina: So which one's your first choice? I've read the Taste Institute's pretty good.

Anne: Actually, at first I'd been thinking of going there, but now **I've got my heart set on** the Culinary Center. I've heard it's far superior to the TI.

Nina: The Taste Institute? Really? Aren't chef schools all **six of one, half a dozen of the other**?

Anne: I would have thought so, but it turns out they're not.

Nina: How so?



ENGLISH FOR TODAY'S WORLD

Understand a variety of accents.

Anne = Korean

Nina = Spanish

Anne: Well, the CC's training is more demanding. You've really got to work hard. And their certificate's got a lot more prestige. A CC certificate's a ticket to an interview with all the top restaurants.

Nina: And that's not true with the TI?

Anne: Apparently not. I did a lot of reading, and it seems that the TI's pretty **run-of-the-mill**—nothing wrong with it, but nothing particularly outstanding about it either. **All in all**, the CC's a better bet if I can get in.

Nina: Well, **I'll keep my fingers crossed** for you, Anne. Hope all your dreams come true.

Anne: Thanks! I appreciate that.



F **UNDERSTAND IDIOMS AND EXPRESSIONS** With a partner, paraphrase each of these expressions from Spotlight, saying each one a different way.

1 "... it's just wait and see."

2 "... that might be a little overkill?"

3 "I didn't want to take any chances."

4 "I've got my heart set on ..."

5 "... six of one, half a dozen of the other."

6 "run-of-the-mill"

7 "all in all"

8 "I'll keep my fingers crossed ..."

G **THINK AND EXPLAIN** Answer the following questions. Explain your answers.

1 Why did Anne apply to so many schools?

2 In your opinion, which of the two reasons Anne gives for preferring the Culinary Center is a better reason? Explain.

3 What does Nina mean when she says, "Hope all your dreams come true"?

SPEAKING Which factors are the most important to you in choosing a job or career?

Rate each of the following on a scale of 1 to 5, with 1 being the most important.

Then compare charts with a partner, explaining your ratings to each other.

The training period for the job is short.	The job has lots of prestige.
There's not too much competition in the field.	The field is trendy right now.
The work is interesting and fun.	The job doesn't require a lot of overtime work.
The pay is good.	The field contributes something important to the world.
The people in this field are interesting.	

A 1:04 GRAMMAR SPOTLIGHT Read about two famous people. Notice the **spotlighted** grammar.

Kohei Uchimura



Kohei Uchimura is considered by some to be the greatest gymnast of all time. He **began** gymnastics very early in life. When Uchimura **joined** Japan's national team at the age of eighteen in 2007, he **had** already **been** **practicing** gymnastics for fifteen years. And since then, he **has competed** in world-class events year after year and **has** **won** many prizes and honors. Uchimura trains hard and consistently beats almost all his competition. Although Uchimura **had** already **won** many competitions before the

2012 Olympics, he **had** a close call there and **fell** as he **was dismounting** from the pommel horse. In spite of this, his team **managed** to win the silver medal, so the event **went** into his "win" record anyway. Uchimura has continued to win prize after prize ever since. Uchimura is renowned for the intensity of his concentration during practice. Surprisingly, however, for a world-class athlete, he is known to be pretty relaxed and has a normal life outside of the gym. He's been married since 2012, and he and his wife **had** their first child in 2013.

Singer, songwriter, and actress Lila Downs, whose mother was from Mexico and whose father was from the United States, **grew up** in both countries. She **had learned** to sing as a child and **had performed** with traditional mariachi bands before she **had** any formal training. She **attended** the Institute of Arts in Oaxaca and **studied** classical voice at the University of Minnesota. During the time Downs **was living** in the United States, she **became** more and more interested in the diverse cultural heritage of Mexico. To help support pride in those cultures,

Downs **learned** and **incorporated** a variety of indigenous Mexican languages into her songs. One of Downs's other passions is social justice, and the lyrics of some of her songs focus on the stories of workers who **migrated** from rural Mexico to the U.S. Downs has won many prizes, including a Grammy and a Latin Grammy. She and her husband **had been trying** for many years to have a baby, and in 2010, they **adopted** a son. The family travels together on Downs's international singing tours.



Lila Downs

B DISCUSSION Is it necessary to have formal training to be an elite athlete or a world-class singer? Support your opinion with reasons and examples.

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Describing past actions and events: review

DIGITAL
INDUCTIVE
ACTIVITY

C GRAMMAR SIMULTANEOUS AND SEQUENTIAL PAST ACTIONS: REVIEW AND EXPANSION

Review: completed past actions: the simple past tense and the past perfect

The simple past tense describes actions completed in the past, whether or not a specific time is mentioned. Context or time expressions can indicate whether the actions were simultaneous (at the same time) or sequential (one before the other).

When Uchimura **entered** the stadium, the gymnastics event **began**. (= simultaneous completed actions)

Downs **studied** voice in the U.S. **in the years before** she **moved** back to Mexico. (= sequential completed actions)

The simple past tense and the past perfect can be used to describe two sequential completed past actions. However, in informal spoken English it's common to avoid the past perfect and use the simple past tense for both actions, especially when context clarifies the order of occurrence.

Before Uchimura **competed** in the 2012 Olympics, he **had won** several world championships.

Remember: The present perfect can also describe completed past actions.

Uchimura has competed in world-class events year after year.

Review: simultaneous actions in progress: the past continuous

A statement in the past continuous describes an action that was in progress at a time—or during a period of time—in the past.

Lila Downs **was** already **singing** while I **was looking** for my seat.

Remember: To describe an action that was completed during an action in progress, use the simple past tense.

Lila met her future husband, Paul, when [or while] she was working in Oaxaca.

Expansion: sequential continuing and completed past actions: the past perfect continuous and the simple past tense

The past perfect continuous can be used to focus on the fact that one past action was already in progress before another one occurred. (It often emphasizes the duration of the action.) Form the past perfect continuous with **had been** and a present participle. Describe the completed action with the simple past tense.

By the time Downs **moved** to the United States with her parents, she **had been performing** with mariachis for several years.

How long **had** Uchimura **been training** before he **was asked** to join the Japan National Team?

▶ 1:05 **UNDERSTAND THE GRAMMAR** Listen to the conversations and circle the letter of the correct summary of the events. Listen again if necessary.

1	a They continued filming after he got on the bus.	b The bus arrived after the filming was finished.
2	a Lisa had been thinking of buying the sweater that she left on the table.	b The other girl bought the sweater before Lisa had a chance to try it on.
3	a Diane was texting and driving at the same time.	b Diane had stopped driving before she texted.

E GRAMMAR PRACTICE Complete the statements with the past perfect or past perfect continuous.

- 1 My brother (**had already won / had already been winning**) the swim meet when the diving competition began.
- 2 The house was completely dark when I got home because the family (**had gone / had been going**) to bed.
- 3 The audience (**had stood / had been standing**) in line for hours to buy tickets when they canceled the concert.
- 4 The women's tennis team (**had practiced / had been practicing**) on a grass court four times before today's event started.
- 5 My friend (**had already seen / had already been seeing**) Lila Downs in concert, so we decided not to go.

NOW YOU CAN Ask about someone's background**A FRAME YOUR IDEAS** Complete the questionnaire about your background.

Where were you born? _____ How long have you been living at your current address? _____

Where had you been living before you moved to your current address? _____

If you are married, when did you get married? _____ Where were you living then? _____

If you have children, what are their names and ages? _____

If you have a career, what is it? _____

How long have you been studying English? _____

If you divided your life into three periods, how would you describe each one?

1. _____

2. _____

3. _____

B DISCUSSION ACTIVATOR Get to know a classmate's background. Use the questionnaire as an interview guide. Use the simple past tense, the past perfect, the past continuous, and the past perfect continuous in your questions and answers to clarify events in the past. Say as much as you can.

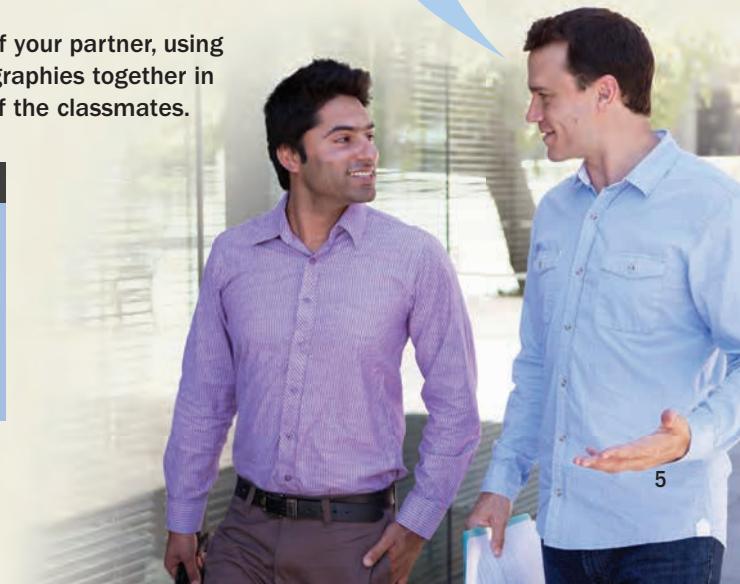
Where were you living when you got married?

OPTIONAL WRITING Write a one-page biography of your partner, using the information from your Discussion Activator. Put the biographies together in a notebook or post them on a class blog. Include pictures of the classmates.



Lisa Lee

Lisa has been living in Templeton Towers since February. Before that, she had been living with her family in Easton. She got married in January...



▶ 1:06 **VOCABULARY** COLLOCATIONS FOR CAREER AND STUDY PLANS Read and listen.

Then listen again and repeat.

**decide on** a course of study or a career

Jonathan decided on a career as a veterinarian because he's interested in medicine and loves animals.

I started out in art, but I'm switching to graphic design.

take up something you're interested in

Lida is so impressed by the latest animated films that she's decided to take up computer graphics.

switch to a new course of study or a career

Magdalena started out in cultural anthropology but soon switched to medicine.

apply for a job or a position in a company

Gary is interested in environmental conservation, so he's applied for a job at the Wildlife Center.

be accepted to / into / by a school or a program

Only two students from our class were accepted to medical school this year.

apply to a school or program of study

I hope it's not too late to apply to dental school. I don't want to wait another year.

be rejected by a school or a program

Iris couldn't believe she had been rejected by the Wright College of Music, but luckily she was accepted elsewhere.

sign up for a course or an activity

Nora needs math for engineering school, but she hasn't used it since secondary school, so she's signed up for a refresher course.

enroll in a school or program

Matt has been accepted into flight school, but he won't enroll in the program until next year.

B▶ 1:07 **LISTEN TO ACTIVATE VOCABULARY** Listen to the conversations. Then listen again. After each conversation, complete the statement with the Vocabulary. Use each collocation only once.

1 She has engineering school.
2 She has a career in music.
3 He has meditation.

4 She has two graduate programs.
5 He has teaching math.
6 She has a position in a medical lab.

C**VOCABULARY PRACTICE** Complete each person's statement, using the Vocabulary.

There may be more than one way to answer correctly.

1 I've just graduate school!

2 I've been an English teacher all my life, but I've decided to teaching French!

3 It may take me years, but my lifelong dream has been to be an architect. I'm going to architecture school this year.

4 I retired a few years ago, but I'm bored, so I've just law school. My kids think I'm crazy.

5 When I finish school I want to be a conductor, so I've the music program at my university.

6 I've just had a baby, but I'm an evening program at the college. I want to study graphic design.

7 I want to ride a motorcycle, but my mom and dad won't even let me lessons!

8 I'm really a nervous person, but I've yoga and it really helps calm me down.

D GRAMMAR COMPLETED AND UNCOMPLETED PAST ACTIONS CLOSELY RELATED TO THE PRESENT

You can use the present perfect for recently completed actions. The adverbs just, recently, and lately often accompany these statements. (Note: Lately is rarely used in affirmative statements.)

She's **just been accepted** into a top-notch business school.

Have you **looked** at the program requirements **lately**? They've **changed**.

The present perfect continuous can describe an action or event that began in the recent past (and continues in the present and is therefore uncompleted). You can use recently and lately.

We've **been filling** out a lot of applications **recently**.

However, the following adverbs are used only with the present perfect, not the present perfect continuous, because they signal a completed action: ever, never, before, already, yet, still (with negative), so far, once, twice, (three) times.

Have you **ever** considered applying to graduate school? I **never** have.

I **still** haven't signed up for lifeguard training.

Be careful!

Use the simple past tense, not the present perfect, to talk about actions completed at a specific time in the past.

She **applied** for a position at the Science Institute last week.

NOT She **has applied** for the position at the Science Institute last week.

Remember: Don't use the present perfect continuous with these stative verbs: be, believe, hate, have (for possession), know, like, love, own, seem, understand.

DON'T SAY I've **been knowing** him for a year.

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Stative verbs: non-action and action meanings

E GRAMMAR PRACTICE Circle the correct verb phrase to complete each statement.

1 In 2016, I **(have enrolled in / enrolled in)** the computer graphics program.

2 I still **(haven't been receiving / haven't received)** an acceptance letter.

3 No one **(saw / has seen)** Mike lately.

4 We **(haven't been signing up / haven't signed up)** for the professional development course yet.

5 The class **(has started / started)** at 9:00 sharp.

6 Lately, she's **(been getting / got)** ready to apply for that new position.

F GRAMMAR PRACTICE On a separate sheet of paper, write five questions to ask someone about his or her career or education plans. Use the present perfect, the simple past tense, and appropriate adverbs.**PRONUNCIATION BOOSTER**

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Sentence stress and intonation: review

NOW YOU CAN Discuss career and study plans**A** ► 1:08 **CONVERSATION SPOTLIGHT** Read and listen.

Notice the **spotlighted** conversation strategies.

A: So, Vanessa, have you decided on a career yet?

B: **Thanks for asking.** Actually, I've been thinking of taking up social work.

A: Social work. That's interesting. **Correct me if I'm wrong, but** weren't you a biology major?

B: Yes, that's right. But **I've given it some thought and** decided science just isn't for me.

A: So how can I help?

B: Well, I'd like to enroll in a good graduate program.

I was hoping you could **steer me in the right direction**.

A: **As a matter of fact** we have a great program right here. **I'd be more than happy to** write you a recommendation.

B: That's super! **I really appreciate it.**

B ► 1:09 **RHYTHM AND INTONATION** Listen again and repeat.

Then practice the conversation with a partner.

C

CONVERSATION ACTIVATOR Create a similar conversation, using the questions you wrote in Exercise F. Start like this: **So, have you decided on ...** Be sure to change roles and then partners.

DON'T STOP!

- Discuss your background and interests.
- Say as much as you can.

A ► 1:10 **LISTENING WARM-UP VOCABULARY DESCRIBING DREAMS AND GOALS** **Read and listen to what the people are saying. Then listen again and repeat the verb phrases and adjectives.**

I'm fulfilling my lifelong dream to be an archaeologist. I'm in a graduate program and expect to get my degree in three years.

I know the goal I've set is ambitious, but I don't think it's unrealistic.

My husband will be working from home for the next three years so we can share the housekeeping and childcare responsibilities 50-50.



My wife put off her studies and worked to support us while I was studying. Now it's my turn to support her as she pursues her goal.

If we have a common goal and work towards it, anything's achievable. Hey, the sky's the limit for us!

Verb phrases

fulfill a dream
set a goal
work towards / pursue a goal
put [something] off
share responsibilities

Adjectives

ambitious	modest
achievable	unachievable
realistic	unrealistic



B ACTIVATE THE VOCABULARY Complete each statement, using a word or phrase from the Vocabulary.

- 1 One way a husband and wife can is by each one doing half of the household chores.
- 2 Sometimes a goal requires too much work and it becomes
- 3 When you finally achieve what you've wanted all your life, you have
- 4 is an adjective that means almost the same thing as "challenging."
- 5 Sometimes people working towards their own goals for a while in order to help a spouse pursue his or her own goals for now.
- 6 The first step in achieving something is to

C ► 1:11 **LISTEN FOR MAIN IDEAS** Listen. Complete each statement, choosing the correct word or phrase.

- 1 Dan stays home because he ([lost his job](#) / [wants to stay home](#)).
- 2 Sarah is the primary ([breadwinner](#) / [caregiver](#)) in the family.
- 3 Sarah's lifelong dream was to be ([a stay-at-home mom](#) / [a surgeon](#)).
- 4 The number of ([mothers](#) / [fathers](#)) who choose to stay home to take care of the children is increasing.
- 5 Dan and Sarah have decided to lead a ([traditional](#) / [nontraditional](#)) lifestyle.

D ► 1:12 **LISTEN TO CONFIRM CONTENT** Write a checkmark next to the topics that were discussed.

Write an X next to the topics that weren't. Listen again to check your answers.

- the definition of a stay-at-home dad
- the number of stay-at-home dads in the U.S.
- the kind of work Dan did before the children were born
- the ages of Dan and Sarah's children
- the sexes of Dan and Sarah's children
- the number of years it took for Sarah to complete her degree

E LISTEN FOR SUPPORTING DETAILS On a separate sheet of paper, answer each question. Explain your answers with details from what Dan said. Listen again if necessary.

- 1 Is Dan happy with his lifestyle choice? How do you know?
- 2 Why does Dan think comments about his life choices are sexist?
- 3 What's Dan's opinion of women who become the primary breadwinner of the family?
- 4 Why does Dan think it's good for his children to observe the roles he and Sarah have taken?
- 5 Why would the person who sent the tweet be against his son's deciding to be a stay-at-home dad?
- 6 How do you know Dan doesn't like the terms *housewife* and *househusband*?
- 7 What's Dan's hope for the next generation?

“He's happy because he's doing what he always wanted to do.”

F DISCUSSION Discuss the following questions. Express and support your opinions.

- 1 Should any careers or parental / household roles be limited to people of one sex or the other? Be specific and support your opinion with reasons.
- 2 Why do people have a double standard for men and women? Is there any good reason to have one?
- 3 Will Dan and Sarah's children benefit or be harmed by their parents' reversal of roles. In what ways?
- 4 Are men or women naturally more ambitious in their careers? If you think they are, why do you think that is?
- 5 Do you think Dan and Sarah fulfilled their dreams and goals? If so, explain how.

NOW YOU CAN Compare your dreams and goals in life

A FRAME YOUR IDEAS Complete the chart with your own dreams and goals. If you need more space, continue on a separate sheet of paper.

Goals I've set	What I have done to achieve them
to get married and have three children	I've signed up for an online dating site.
for my family	
for my career	
other	

RECYCLE THIS LANGUAGE

- decide on
- take up
- apply for / to
- sign up for
- switch to
- be accepted to / into / by
- be rejected by
- a breadwinner
- a caregiver
- sexist
- traditional
- have a double standard



DIGITAL
SPEAKING
BOOSTER

B DISCUSSION Share and compare goals with your partner. Use the Vocabulary from page 8.

A **READING WARM-UP** How qualified are you for the job you want—now or in the future? Explain.

DIGITAL
STRATEGIES

B  **1:13 READING** Read the article about good and bad interview behavior. In your opinion, which suggestion is the most important?



JOB BUILDER



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The Successful Job Interview

Charlotte Watson

OK. So you've sent in an application and a résumé for that dream job you saw advertised. The employer thinks you might be a good candidate, and you've landed an interview. You already know it's important to dress right, offer a firm handshake, and maintain eye contact, but do you know that other aspects of your behavior can make the difference between getting that job or not?

Being late to a job interview is almost always a disqualifier. Most candidates are on their best behavior for their interview, so being late is a major red flag for employers. Since punctuality is expected in any kind of work setting, arriving late makes your future employer think you'll be late for work if you get the job. If you are late for your interview, it's important to provide an airtight detailed excuse, explaining why your lateness was unavoidable. Apologize and reassure the interviewer that this isn't habitual behavior on your part.

Another thing that can get an interviewee off on the wrong foot is being overly informal or too familiar.

Even though the person who interviews you might be friendly or dressed informally, don't take this as permission to be inappropriately casual. If an interviewer wants to be addressed by his or her first name, he or she will invite you to do that. If not, be sure to stick with last names and titles.

Remember that employers want to know that you are interested in the job and will be a motivated employee. A candidate who hasn't taken the time to learn something about the company or the position being offered appears unmotivated and willing to take anything that comes along. Even if you are sure you already know everything you need to know about the job or the company, prepare two or three relevant questions for the interviewer of the position. And listen with obvious interest to the answers, following up with thoughtful questions that demonstrate that you have been listening.

So before your next job interview, check out the list of do's and don'ts and follow the suggestions. They'll take you a long way towards getting that dream job!

Good morning, Ms. Bates. Please have a seat and make yourself comfortable.



Oh, thanks. I'm sorry for being late. I had written down eleven o'clock!



By the way, you don't mind if I call you Ian, do you?



Uh... no. That's OK.



Top Ten Do's and Don'ts for Your Job Interview

Do

Arrive on time.
Stay on topic when answering questions.
Ask questions.
Listen.
Be modest, yet positive about yourself.

Don't

Be too familiar.
Talk too much.
Seem desperate to get the job.
Criticize your current employer.
Brag about yourself.

C CONFIRM INFORMATION Write a checkmark for the ideas that Charlotte Watson expressed in the article. Then, for the statements that don't reflect what she said, work with a partner to clarify what she did say.

- 1 Employers expect employees to be punctual on the job.
- 2 You shouldn't ask the employer questions during a job interview because it might indicate that you don't know anything about the company.
- 3 It's important for job candidates to express interest in the company offering the job.
- 4 Employers should dress informally when they interview job candidates.
- 5 It's better not to explain why you are late for an interview.

D **APPLY IDEAS** Read more things Ms. Bates said in her interview. With a partner, explain whether she followed Watson's suggestions.

1 "I'd say I'm kind of a people person and a pretty good listener. My colleagues often come to me when they need advice and support."

2 "Correct me if I'm wrong, Ian—you're married, right?"

3 "I really can't stand my supervisor. He's not fair. If I don't get this job, I'll be very depressed!"

4 "I make even better presentations than my boss. You would be lucky to have me in this job."

6 "Let me tell you what my teacher did when I was still a child. My mother was visiting and the teacher showed her my artwork, which she said was the best in the class. And since this job entails creating presentations at meetings, I thought that information would indicate that this has been a lifelong interest of mine and something that I have developed a lot of skills in."

5 "What is the biggest challenge the company sees itself facing in the next year?"

E **DISCUSSION** Explain the reason for each of the do's and don'ts on the list in the article.

DIGITAL
EXTRA
CHALLENGE

► If you criticize your current employer, the interviewer could think you're not a loyal employee and might say bad things about his or her company too. ■

F ► 1:14 **WORD STUDY** **COLLOCATIONS WITH HAVE AND GET FOR QUALIFICATIONS**

Read and listen to the collocations, paying attention to have, get, and the prepositions. Repeat.

have experience	get experience in
have experience with	get training in
have experience in	get a degree / certificate in
have training in	get certified in

G **PERSONALIZE THE VOCABULARY** On a separate sheet of paper, write statements about your qualifications, using at least four of the collocations.

I've had some training in IT
and gotten some experience in
managing technical staff...

NOW YOU CAN **Describe job qualifications**

A **FRAME YOUR IDEAS** Read the job ad and Ben Breeden's résumé. With a partner, make notes describing his qualifications for this job. Use the collocations from Word Study.

Wilton Hotel, Miami FLORIDA, USA

Seeks Assistant Manager to work at front desk and in office. Must possess good people skills and knowledge of the hotel industry. The Wilton Hotel has many guests and workers from Latin America so ability to speak Spanish and Portuguese fluently a must.

B **ROLE PLAY** In pairs, role-play a job interview between Ben Breeden and the hiring manager of the Wilton Hotel. Follow Charlotte Watson's suggestions.

OPTIONAL WRITING Write your own one-page résumé. Include your employment history, education and / or training. Use Breeden's résumé as a model, or select a template from an online résumé-building website.

Ben Breeden

102 Shanley Avenue
Newtown, FL 32793

+1 555 776 9833
ben.breeden@blue.net

Objective

To use my background and experience in a managerial position in the hotel industry

Experience

July 2016 to the present
Corporate sales associate, Holiday House Hotel, Newtown, FL

August 2015 to June 2016
Event planning assistant, Holiday House Hotel, Newtown, FL

September 2013 to June 2015
Part-time salesclerk, Pennyworth's Department Store, Newtown, FL

Education

Comstock School of Hotel Management, Comstock, GA
Certificate in Hotel Management (June 2015)

University of Central Florida, Hyperion, FL
B.S. in Communication with major in Spanish and Portuguese (June 2014)

WRITING A formal cover letter

A WRITING SKILL Study the rules.

The purpose of a cover letter is to acquaint an employer with you and to express interest in a position. If a job ad provides instructions about what to include in your cover letter, be sure to follow the directions carefully. If you don't, you may not receive a response. The letter can be sent in traditional paper form by mail, or as an e-mail.

Traditional paper form

Follow the style used for other formal letters. Use good quality paper and be neat. Proofread your letter carefully to be sure there are no spelling mistakes or typographical errors. Try to limit the letter to one page. Include your résumé on a separate sheet of paper in the same envelope.

E-mail form

Use formal e-mail style, addressing the recipient with his or her title and last name followed by a colon. Make paragraphs easy to read by separating them with a blank line space. Do not attach your cover letter to your e-mail. Make the e-mail the actual cover letter so the recipient can see the information upon opening the e-mail. Attach your résumé to your e-mail.

Here are some suggestions:

- Tell the employer why you are writing (in response to an ad, as a general expression of interest in working at that company or institution, etc.).
- Say why you think you would be a good candidate for the (or a) position; i.e., briefly state your qualifications.
- Tell the employer how to contact you for follow-up or to schedule an interview.
- Do not include too much information about your life.

WRITING MODEL

your address Celina Ingram
95 River Road
Newtown, FL 32791
+1 555 887 7930
celina.ingram@blue.net

date October 2, 2018

Mr. Ian Howe
Human Resources
Clermont Greeting Cards
7200 Bay Blvd
Seattle, WA 32555

recipient's address

Dear Mr. Howe,

I am writing in response to your advertisement on giantjob.com for the executive administrative assistant position at the Clermont Card Company in Seattle.

I have often bought Clermont greeting cards because of their positive messages and nice graphics, which is why I would be proud to work there. In addition, I believe I would be a good candidate because of my successful experience as an administrative assistant at Pinkerton Greeting Cards.

I have attached my résumé and the names and contact information of two managers here at Pinkerton who have offered to provide a recommendation.

If you agree that my experience and other qualifications make me a good candidate, please contact me at the address or e-mail address above. As I will be moving to Seattle in two weeks, please contact me at my e-mail address after October 15.

I look forward to hearing from you.

Cordially,

Celina Ingram

Celina Ingram

attachment

B PRACTICE Read the e-mail cover letter. On a separate sheet of paper, rewrite it, correcting errors in style and formality.

Subject:

Hi, Bill—Just wanted u 2 know Im intersted in that great advertising copy writer job I saw listed in the want ads ☺. I think I'm the rite person 4 u. Here's why: I am 26 years old and graduated from Meecham College with a major in english. I have been working at Poco Cola in the advertising department for five years I am ready to move to a new company. My résumé is attached so you can see my qualifications. If you are interested in discussing the job, please e-mail me at the address above to set up an interview. —Jon

DIGITAL
WRITING
PROCESS

C APPLY THE WRITING SKILL On a separate sheet of paper, write a formal cover letter to an employer, expressing interest in a job. Create a job title that interests you and use the name of a real or a fictitious employer. Use real or invented information.

SELF-CHECK

- Does my letter have any spelling, punctuation, or typographical errors?
- Did I use formal letter writing conventions?
- Did I tell the employer the purpose of my letter?
- Did I say why I think I would be a good candidate?
- Did I tell the employer how to contact me for follow-up?

A ► 1:15 Listen to the conversations. Then read the questions in the chart and listen again. Complete the chart after each conversation.

What is his or her dream in life?		Is he or she confident about achieving his or her goal?	
1		<input type="checkbox"/> yes	<input type="checkbox"/> no
2		<input type="checkbox"/> yes	<input type="checkbox"/> no
3		<input type="checkbox"/> yes	<input type="checkbox"/> no
4		<input type="checkbox"/> yes	<input type="checkbox"/> no

B Complete the statements with the correct prepositions.

- She has always wanted to take the piano and has enrolled a program that teaches the basics of music to adults.
- Anyone applying a job in the newspaper business should have training journalism.
- He has decided a career as a chef and has been accepted a top-notch cooking school in Peru.
- Her experience the diplomatic service and her degree international relations make her an excellent candidate for a position at the U.N.
- After being rejected two accounting firms for a summer internship, he decided to switch a different major at his university.
- Before she applied law school, she signed up speed reading.



C Match each word or phrase with its definition. Then, on a separate sheet of paper, use each one in a statement about your own plans and goals.

..... 1 achievable	a capable of being reached
..... 2 ambitious	b decide what one wants to do and work towards it
..... 3 work towards a goal	c divide necessary work between two or more people so neither one has to do it all
..... 4 put off	d postpone
..... 5 unrealistic	e requiring a lot of work
..... 6 share responsibilities	f unreasonably hard and thus unlikely to be achieved

D Complete each information question, using the past perfect continuous.

- (how long / you / work on) that project before you changed jobs?
- (where / they / study) before they moved to Europe?
- (which program / she / apply for) when she decided to change majors?
- (what professor / you / study with) when they closed the university?
- (how long / they / look) at résumés before they saw yours?