

Writing personal information for a job application

Warmer

Work in pairs. Discuss the questions.

1. Have you ever filled in a job application form in English?
2. What information do you need to put on a job application form? Look at the list and tick the topics you think you are on an application form.

- *Date of birth*
- *Education and qualifications*
- *Number of children*
- *Experience*
- *Personal statement*

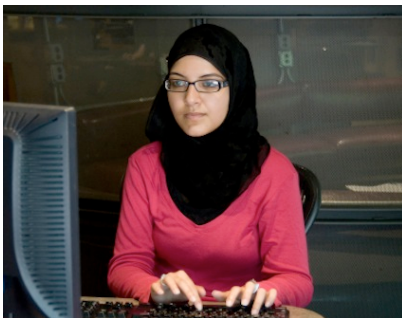
Task 1 – what’s in a personal statement?

Look at the sentences. Tick (✓) the ones you would find in a personal statement.

- a. I don’t know how to do the job.
- b. I worked in customer service for three years.
- c. I studied business at college.
- d. I like going to the park with my children.
- e. I want this job because I like working with people.

Task 2 – what’s in Samran’s personal statement?

Watch and read Samran’s personal statement. What order is the information?



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- a. present job; education; past job
- b. present job; past job; education
- c. education; past job; present job

I am originally from Thailand but I live in Manchester now. I am a shop assistant and I work in a fruit shop near my home. I check the fruit is fresh and I serve customers. I enjoy my job because I like talking to customers and helping them.

Before I moved to Manchester, I lived in Bangkok in Thailand. I studied business administration at college in Thailand. I learned a lot about working in business. When I finished college, I started working in an office in Bangkok. I typed letters and answered the telephone. I stopped there for three years. After that I married my English boyfriend and moved to England.

Task 3 – understand Samran’s personal statement

Watch and read Samran’s personal statement again. Are the sentences true (T) or false (F)?

1. Samran works in a fruit shop in Manchester.
2. She doesn’t like her job.
3. She studied medicine at college in Thailand.
4. She worked in an office in Bangkok for three years.
5. She answered the phone and organized meetings.

Task 4 – what tense is Samran’s personal statement?

Work in pairs. Answer the questions.

1. Does she use Past Simple or Present Simple in the first paragraph? Why?
2. What tense is the second paragraph? Why?

Task 5 – Past Simple regular and irregular verbs

a. Underline all the Past Simple verbs in Samran’s second paragraph. Answer the questions.

1. Are the verbs regular or irregular?

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2. How do you know?

b. Now look at the list of irregular verbs. Write the Past Simple form.

1. write _____
2. have _____
3. spend _____
4. come _____
5. be _____

Task 6: Write a personal statement

a. You are going to apply for a job. First think about the job you want to do. Write your own personal statement. Use some of the verbs from Task 5 and include the following information:

1. Your present work experience
2. Your past work experience
3. Your education or training

b. Now read your partner's personal statement. Answer the questions.

1. Has he/ she included all the information?
2. Has he/she used some of the verbs from Task 5?
3. Has he/ she used the Past Simple and Present Simple correctly?

Cooler

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Work with a partner. Test each other on the Past Simple form of the verbs in Task 5. Use the questions below to help you.

1. What's the Past Simple of *move*?
2. How do you spell it?

Homework

Use the link to go to the video on the ESOL Nexus website. Watch and read Samran's personal statement again. Do the exercises that are with it.

<http://esol.britishcouncil.org/content/learners/skills/writing/writing-personal-information-job-application>



Writing frame

1: Present experience:

I work _____

Every day, I _____

I like my job because _____

2: Education

I studied _____

I learned _____

3. Past job:

Before that, I worked _____

I _____

I liked _____
