



เอกสารประกอบการสอน

**English V: Unit 1**

**Job Search Preparation**

อาจารย์มันตา ศุภนกร

สาขาวิชาภาษาอังกฤษ

สำนักวิชาเทคโนโลยีสังคม

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ผลงานในโครงการหนึ่งอาจารย์หนึ่งผลงาน

## Objectives

### Objectives:



#### Listening

- Listen for key words
- Listen for specific information
- Listen for comprehension



#### Vocabulary

- Learn new vocabulary in job advertisements



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#### Reading

- Understand different formats of job advertisements
- Find specific information in job advertisements



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#### Writing

- Write a short paragraph introducing your personal information, educational background and working experience



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#### Speaking

- give a presentation about your personal information, educational background and working experience

## Job Search Preparation



### Getting started

Instruction: Please read each statement and decide whether the statement is **True** in most cases or **False** in most cases.

(adapted from [www.ecu.edu/e3careers/pdf/Questionnaire.pdf](http://www.ecu.edu/e3careers/pdf/Questionnaire.pdf))

- T** 1. If there are several applicants for one position, the person with the best qualifications generally gets the job offer.
- T** 2. The Human Resource Office should be the first place to contact if you are looking for a job.
- T** 3. Most people today who have good jobs are college students.
- F** 4. Employment agencies can get anyone a good job.
- F** 5. Most companies rarely hire students with less than 2.5 on 4.00 scale on their grade point average.
- T** 6. Ten years after finishing school, your grade point average is of no interest.
- F** 7. Most people are able to get a job in a week or two. If it takes longer than a month, something is wrong with you.
- F** 8. If you don't have access to a computer, it's acceptable for an application to be hand written.
- F** 9. It's important to include every job you ever held when writing a resume.
- F** 10. Newspaper and the Internet are the only two sources for job seekers.
- F** 11. Your personality is not important as your qualifications.
- F** 12. Salary is the most important factor to be considered when applying for a job.

- F 13. Engineers get higher salaries than other professions.
- T 14. It's acceptable to apply for many different positions at the same time.
- F 15. Walking in is always better than applying through sending a mail.

### What should I do to apply for a job?



Instructions: Here is the list of steps that we need to deal with when applying for a job. Rearrange the list in the correct order.

- 8 a. Go for an interview on time with all documents that are required.
- 4 b. Send a letter of application accompanied with a resume to the company that you would like to apply for or walk in to the company.
- 2 c. Look for job advertisements in all sources or develop your network by telling everyone that you are looking for employment.
- 3 d. Create your resume and letter of application.
- 1 e. Have clear understanding of job that you are interested in.
- 6 f. While you are waiting for the contact, do some research about the company and job responsibilities.
- 7 g. When the appointment is scheduled, be prepared for an interview.
- 5 h. Keep an organized list of companies for further contact.





## Job advertisement

Instruction: Read the following job advertisement and answer the following questions.

**Flux Company Limited**



**Flux** is a leading international supplier of transformers and coils with more than 25 years experience in designing and manufacturing wound components and subassemblies for electronic manufacturers around the world.

**Responsibilities :-**

- Responsible for the development of manufacturing process.
- Responsible for coordinating our ISO 9001: 2000, QS 9000 and TS-16949 certifications.

**Qualifications :-**

- Bachelor's degree in Electronics Engineering or related field.
- Minimum 3-5 years experience in Electronics component manufacturing.
- Good command of read, spoken and written English.
- Computer literacy.
- Male or Female

Interested parties may submit their application in English with complete details of qualifications and experience, as well as current and expected salary, and a recent photograph, sent to:

**Flux International Ltd.**

BLK C 5, 41/27 Bangna-Trad KM.16.5  
Bangchalong, Bangplee Samutprakarn, 10540 Thailand Phone: +662 (02) 337-0201

1. Where can you find this job advertisement?  
Newspaper and the Internet
2. What position is vacant?  
Engineer
3. What kinds of information are available in this job advertisement?  
Company information, job responsibilities and qualifications
4. How can you contact the company?  
By sending a letter or making a call
5. If any applicant would like to apply for this job, what documents are required to send to the company?  
Application letter and a recent photo

**Vocabulary**



**Instruction:** Match the words in column A with the correct definitions in column B.

Column A	Column B
1. fringe benefits	a. knowledge or ability
2. remuneration	b. a position which has not been filled
3. in person	c. a formal written document for requesting for a job
4. command	d. a letter that is written by someone who knows you
5. preferable	e. a brief written document about your personal information, educational background and work experience
6. stating	f. applicants
7. resume	g. ability to use something such as foreign languages
8. reference	h. deal with or concern with
9. application letter	i. the way to contact the company by walking-in
10. qualifications	j. salary
11. candidates	k. more suitable
12. oriented	l. put it together
13. enclose/ accompany	m. telling or identifying
14. vacancy	n. quality and skills that you are required to have
15. literacy	o. something that you are paid in addition to your salary



## Reading I

Instruction: Read the following statements and four job advertisements on page 7 . Write down the number of job advertisements according to each statement. (There can be more than one answer or no answer for each statement.)

	<b>Statements</b>	<b>Number of job ads</b>
1.	Applicants are required to graduate a bachelor degree in electrical engineering	2,3,4
2.	Working experience is not required.	2
3.	Applicants must have good command of English.	1,4
4.	Candidates can apply for this position by sending e-mail.	2,3
5.	Applicants will be applied to work up country.	1
6.	Candidates <b>must</b> state their present and expected salary.	2,4
7.	Computer skills will be considered.	2,3,4
8.	The information about fringe benefits is provided.	3
9.	Reference is required to be submitted.	1
10.	Sending an e-mail, fax or a letter of application is not acceptable.	1
11.	SUT students who have just graduated can apply for.	2
12.	Both male and female candidates can apply for these positions.	2,3,4



## Samples of Job advertisements

1

### Job Vacancy!

#### Qualifications :-

- Male age not over 35 years
- Bachelor's Degree or higher in Food Science & Food Technology or Chemistry
- At least 3 years of experience in quality control and/or quality management system in food industry
- Be able to work in Kampangphet
- Experience in set up of quality management system is advantage
- Good command of spoken and written in English

*Interest applicants please apply in person with your resume (MS. Word only) about qualifications, working experience and reference and expected salary along with a recent photo at:*

**General Affairs & Personnel Group  
Ajinomoto Co., (Thailand) Ltd.**

**487/1 Si Ayutthaya Rd., Ratchathewi,  
Bangkok 10400  
Tel: 02-245-1614 ext. 569**

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### QA Engineer

#### Requirements:-

- Understanding of QA methodologies
- Experience with object-oriented languages such as C++ or Java
- Working knowledge of SQL
- Experience with HTML and XML
- Familiarity with HTML, WAP, WML, and XHTML (understand their differences).
- B.S. in Computer Science, Electrical Engineering, or related field

Interested candidates are invited to write in with full resume, stating present and expected salaries, and enclosing a recent photograph to the address below :

**Morphozys Co., Ltd.**

**99/28 Software Park, 7<sup>th</sup> Floor, Chaengwattana Road,  
Pakkred, Nonthaburi 11120  
Tel : 02-964-9865, 02-657-1992 Fax : 02-964-9869,  
02-6571809**

**E-mail : tanaporn@morphozys.com**

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### PERMASTEELISA (Thailand) Ltd.

#### Qualifications :-

- Bachelor's Degree in Electronics.
- Minimum 2 years experience in Electronic control systems.
- Knowledge in Honeywell EBI System is preferable
- Must be fluency in written and spoken English and computer literacy.
- Knowledge in Computer.

Interested parties may submit their application in English with complete details of qualifications and experience, as well as current and expected remuneration, and a recent photograph, fax to: **02-717-0449** or mail **jobs@atbiopower.co.th**

3

### Automation engineer

#### Qualifications :

- A university degree in Mechanical Engineering, Industrial Engineering or Electrical Engineering
- Working experience in automation with food or related manufacturing environment is preferable.
- Good command of with good in computer literacy

*We offer attractive salary other fringe benefits such as 2 month guarantee bonus, car loan, health insurance and etc.*

*You are welcome to apply by e-mail or letter of application accompany by a full resume stating expected salary, a recent photograph, transcript, to the following address:*

**Human Resources Department  
Nestle (Thai) Ltd.**

**234-5 Bangpoo Industrial Estate, Moo 4  
Sukhumvit Road, Praeksa, Muang, Samutprakarn  
10280  
Tel : 0-2648-7885**

**E-mail : charoensri.sermlertaree@th.nestle.com**



## Listening



*Instruction:* Listen to the following job advertisement of a company and answer the questions below.

1. What kind of industry does the company specialize in?

Hard disc drive, telecommunication product and semi conductors

2. What positions are being advertised?

Engineers

3. How many positions are vacant?

5

4. What degree does an applicant need to have to apply for the process engineer?

A bachelor degree in electrical or mechanical engineering

5. In which position is good command of English required?

Industrial engineer

6. What kinds of computer skill is a must for the industrial engineer?

Excel and Power Point

7. Which position does require some working experience?

Process engineer

8. Where is the working location of the process engineer?

Lamphun

9. What should be included in an applicant's resume?

Qualifications, experience and current and expected salary

10. Where can an applicant submit a resume?

79 Moo 6 Bangna Trad KM 29 Samutprakarn



## Reading II

Instruction: *Read the following information and search an appropriate job advertisement for each person.*

Sources: [www.jobsdb.com](http://www.jobsdb.com), [www.bangkokpost.net](http://www.bangkokpost.net)



"Hi, my name is Pakorn. I graduated a bachelor degree from SUT majoring in civil engineering. I am 26 years old. I have worked as a project engineer at Land and House Company in Korat for 3 years after I graduated. I just got married last month and I want to move to Bangkok"



"Hello, my name is Sirirat. I am only 22 years old. I graduated my bachelor degree in Information Technology. I don't have any working experience because I have just graduated from SUT last month. But I can write Java, C, and C++. Also, I have trained to use the Oracle on Windows. My English is also not bad because I was an exchange student in Australia for 6 months."



"Hi, my name is Nuttawut. I graduated my bachelor degree in Food Technology from SUT. I have worked in the department of quality control at the President Food Company for 4 months for my cooperative education. I don't mind working up country. But, I am afraid of working with foreigners because I am not good at English."

## Getting the right job I



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### Making a survey

*Instruction: Imagine that you have already graduated your degree from SUT. Answer the following questions.*

1. What's your name?

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2. How old are you?

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3. What do you specialize in?

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4. Have you got any working experience? What is that and for how long?

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5. What interests do you have outside studying?

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6. How are your English and computer skills?

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7. How would you describe yourself?

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8. What type of job are you looking for?

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9. What type of company would you like to work for?

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10. What is your expected salary?

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**Writing**

Instruction: *Write a short paragraph introducing yourself. Your paragraph should contain your personal information, educational background and working experience*



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**Speaking**

Instruction: *Use the information about your personal information, educational background and working experience and give a three minute presentation to the class.*



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## Getting the right job II

Instruction: Search for job advertisements from any sources and collect at least 5 job advertisements that you most likely to do according to your qualifications written on page 11.



## Glossary

fringe benefits	remuneration	in person	command
preferable	stating	indicating	resume
reference	qualifications	application letter	literacy
candidates	applicants	oriented	enclose
accompany	vacancy	attractive	current

## Listening script

We are the world's largest suppliers of flex products to the Hard Disk Drive, Telecommunications, and Consumer Electronics industries. The Company is also known worldwide for its excellence in advanced engineering and low cost manufacturing. We are now seeking individual to take on the following positions:

### Process engineer 2 positions

- Bachelor's Degree in Electrical, Mechanical or Mechanical Engineering
- Minimum 3 years experience in electronic/hard disk drive industry
- Sound knowledge of SPC & process control mechanism
- Knowledge in Six Sigma and presentation skill and English an added advantage
- Computer literacy
- Able to work at Lamphun

### Industrial engineer 3 positions

- Bachelor's degree in Industrial Engineering
- Knowledge in Six Sigma, Lean Manufacturing and SAP is an added advantage
- Good command of written and spoken English
- Microsoft Excel and Microsoft Power Point

Any interested applicant, please submit your resume in **Microsoft Word** with full details of qualification, experience, current & expected salary to:

**Human Resources Department,  
Innovex ( Thailand ) Limited**

**79 Moo 6 Bangna Trad KM 29  
Samutprakarn Tel.023-554700 Fax.023-554690**

**E-mail : [recruit@innovexinc.com](mailto:recruit@innovexinc.com)**

**Website : [www.innovex.co.th](http://www.innovex.co.th)**





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