



NAME
TO BE SHOWN

ENGLISH FOR JOB Applications

Second Edition, Revised

CITIZENSHIP

(Check One)

Tipamas Chumworatayee, Ph.D.



AUDIO CD INSIDE

**English
for
Job Applications**



Photocopying instead of using books is destroying intellectual creativity.

English for Job Applications

Second Edition, Revised

Tipamas Chumworatayee, Ph.D.

Associate Professor

Language Institute

Thammasat University

Thammasat University Press
2018

Tipamas Chumworatayee.

English for Job Applications.

1. Applications for positions
2. Resumes (Employment)
3. Cover Letters
4. Employment interviewing

HF5383

ISBN 978-616-314-355-6

ISBN (ebook) 978-616-314-361-7

ลิขสิทธิ์ของรองศาสตราจารย์ ดร.ทิพมาศ ชุมวรรธายี
ส่วนลิขสิทธิ์

ฉบับพิมพ์ครั้งที่ 2 เดือนมกราคม 2561

จำนวน 2,000 เล่ม

ฉบับอิเล็กทรอนิกส์ (e-book) กุมภาพันธ์ 2561

จัดพิมพ์โดยสำนักพิมพ์มหาวิทยาลัยธรรมศาสตร์

ห้าพระจันทร์: อาคารธรรมศาสตร์ 60 ปี ชั้น U1 มหาวิทยาลัยธรรมศาสตร์
ถนนพระจันทร์ กรุงเทพฯ 10200 โทร. 0-2223-9232

ศูนย์รังสิต: อาคาร多了ปริหาร ชั้น 3 ห้อง 317 มหาวิทยาลัยธรรมศาสตร์
ตำบลคลองหนึ่ง อำเภอคลองหลวง จังหวัดปทุมธานี 12121
โทร. 0-2564-2859-60 โทรสาร 0-2564-2860

<http://www.thammasatpress.tu.ac.th>, e-mail: unipress@tu.ac.th

จัดจำหน่ายโดยบริษัทซีเอ็ดดูเคชั่น จำกัด (มหาชน)

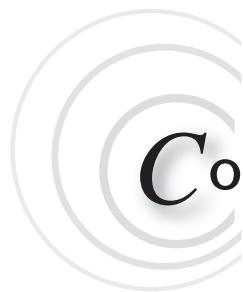
เลขที่ 1858/87-90 ถนนบางนา-ตราด แขวงบางนา
เขตบางนา กรุงเทพฯ 10260
โทร. 0-2739-8000 โทรสาร 0-2751-5999
<http://www.se-ed.com>

พิมพ์ที่โรงพิมพ์มหาวิทยาลัยธรรมศาสตร์

แบบปกโดยนายณรงค์ฤทธิ์ สิงห์ทอง

พิมพ์ครั้งที่ 1 เดือนมิถุนายน 2554 จำนวน 3,000 เล่ม
พิมพ์ครั้งที่ 2 เดือนมกราคม 2561 จำนวน 2,000 เล่ม

ราคาเล่มละ 290.- บาท



CONTENTS

Preface	(7)
Unit 1	Checking the Job Market and
	Researching Prospective Employers
	1
Unit 2	Identifying Your Job Skills
	42
Unit 3	Writing Effective Resumes
	67
Unit 4	Writing Effective Cover Letters
	128
Unit 5	Filling out Employment Application Forms
	163
Unit 6	Practicing Your Job Interview Skills
	202
Bibliography	241



PREFACE

The first edition of “**English for Job Applications**” was well received nationwide. In the second edition, I have kept the same format, but provide technical corrections, updates, and clarifications in all six units.

“**English for Job Applications**” covers the English communication skills relating to paper-based and online job applications. The purpose of this book is to help undergraduate and newly-graduated job seekers develop their English skills in their job search process. This book has been designed for those who already have a basic English language background. They should be, at least, at an intermediate level of English.

This book has six units. **Unit 1** introduces skills in how to read advertised jobs and information about a prospective employer. The purpose of **Unit 2** is to help job seekers write a list with detailed descriptions of job responsibilities. In **Unit 3**, various exercises are designed to prepare job seekers to write different sections commonly included in a resume. How to write different parts of an effective cover letter is presented in **Unit 4**. **Unit 5** gives job seekers extensive lists of different types of information required to fill out an employment application form. Finally, **Unit 6** prepares job seekers for an effective job interview.

Undergraduate and newly-graduated job seekers are expected to have more confidence and to be more successful in their job search process after they have gone through the information and exercises in this book.

I believe “**English for Job Applications**” will continue to be an invaluable resource for undergraduate and newly-graduated job seekers. I owe special thanks to my longtime colleague and dear friend, Ajarn William T. (Billy) Carlon, for his editing work and taping on this new edition.

Associate Professor Dr. Tipamas Chumworatayee



Checking the Job Market and Researching Prospective Employers

Objectives: In this unit you will learn:

1. about ways to look for a job.
2. how to read advertised jobs in the newspaper and the Internet.
3. how to read information about a prospective employer.

C hecking the Job Market

1. Unadvertised Jobs

Jobs can be either advertised or unadvertised. Although most job vacancies are advertised, it's worth noting that many times these positions have been filled by the time the advertisements are published. Many job vacancies are even filled without being advertised. This can be due to such factors as **an internal candidate filling the position or someone being notified “word-of-mouth” by an existing employee**. For undergraduates and newly-graduated job seekers, unadvertised jobs can be searched for via **campus recruitment programs, university placement offices, university notice boards, Job Fairs, university alumni offices, and networking** which involves using the vast number of people that job seekers know — families, friends, neighbors, colleagues, etc. — as information sources for a job search and as indirect contact with prospective employers. To ensure you have the most suitable job, you need to be creative in checking the job market to search for both unadvertised and advertised jobs.

2. Advertised Jobs

Job vacancy advertisements, either **in print or online**, are the main sources of information for most job seekers. Using job vacancy advertisements can be **helpful for newly-graduated job seekers who seek entry-level positions**. Although employers advertise their vacancies in a wide variety of ways, **the two most common places** that job seekers can locate advertised jobs are **classified advertisements (classified ads) and the Internet**.

a. Classified Ads

The “classified ads” section of newspapers is **the traditional source of job listings**. Many **newspapers, both national and local**, have job vacancy advertisements, usually near the back under the classified section. Classified ads can also be placed in **magazines, journals and professional association publications or even on television and radio**. You may also find **employment agencies or recruitment agencies advertising** the sort of vacancies you want to apply for **in newspapers, journals or magazines**.

b. The Internet

A new and more comprehensive source of job listings is the Internet. Certainly, job searching on the Internet is the method that has been receiving the most attention nowadays. The Internet is filled with an abundance of job-related information. **It provides access to many different websites for online job searches from companies around the world**. Many employers prefer to hire through their websites. They offer a career section and create an online application to be sent directly to their human resources offices. If you do not know a company’s web address, you can **use a general search engine such as google.com or yahoo.com to find the website**. Type the name of the company into the search engine, and it should take you to the appropriate site.

Job seekers can also find job listings through job search websites which can be **recruitment or employment agencies’ websites and newspapers’ websites**. Here are some **useful Thai job vacancy websites**:

- careerjet.co.th/
- th.jobsdb.com/th
- monster.co.th/
- jac-recruitment.co.th/
- ptr.com/
- job.bangkokpost.com
- bangkok.craigslist.co.th/
- jobtopgun.com
- fameplacement.com/
- pasona.co.th/
- nationejobs.com/

As you can see from job vacancy advertisements in the examples and exercises in Unit 1 and Unit 2, these job vacancy websites allow you to search for the types of job you're interested in. Online job vacancy advertisements are usually listed under job categories. In order to find the job vacancy you're interested in, you will normally need to search through an appropriate job category. Here is **an example of job categories together with the job titles** listed in <http://www.th.jobsdb.com/th>:

<p>Accounting</p> <p>General Accounting Audit Credit Control Taxation Others</p>	<p>Admin & HR</p> <p>Administration/Operation/Clerical Support Compensation & Benefits Employee Relations Recruitment/Executive Search Secretary/Personal Assistant Training & Development Others</p>
<p>Banking/Finance</p> <p>Analysis Bancassurance Corporate Banking Corporate Finance Credit Analysis/Approval Credit Management Equities/Capital Markets Financial Services Fund Management Investment Loan Mortgage Private Banking Retail Banking Treasury Others</p>	<p>Beauty Care Health</p> <p>Spa Therapist/Fitness/Sports & Recreation Others</p>
<p>Building & Construction</p> <p>Architectural Services Building/Construction/QS Civil/Structural</p>	<p>Design</p> <p>Fashion Graphics Industrial/Product Interior Multi-media Visual Merchandising Web Design Others</p>
<p>Education</p> <p>Lecturer/Professor Librarian Teacher/Tutor/Instructor Others</p>	<p>Engineering</p> <p>Chemical Electrical/Electronics Energy/Natural Resources Engineering Project Management Health/Safety/Environmental Industrial Maintenance Manufacturing & Production Mechanical Telecommunication/Wireless/ Radio Others</p>

<p>Hospitality/F&B</p> <p>F & B Management Operation</p> <p>Tourism/Travel Agency</p> <p>Others</p>	<p>Information Technology (IT)</p> <p>Application Specialist-Network</p> <p>Application Specialist-Software DBA Hardware</p> <p>Internet/SEO IT Auditing MIS</p> <p>IT Project Management Team Lead</p> <p>Mobile/Wireless Communications</p> <p>Network & System Security</p> <p>Programming/Software Development Support</p> <p>IT Consulting Testing/QA</p> <p>Others</p>
<p>Insurance</p> <p>Actuarial Claims Officer</p> <p>Insurance Agent/Broker Underwriter</p> <p>Others</p>	<p>Management</p> <p>General Management</p> <p>Top Executives (CEO CFO CTO GM MD etc.)</p>
<p>Manufacturing</p> <p>Garment/Textile General/Production</p> <p>Gems & Jewelry Manufacturing Management</p> <p>Printing Product Development/Management</p> <p>Production Planning/Control</p> <p>Quality Assurance, Control & Testing/ISO</p> <p>Others</p>	<p>Marketing / Public Relations</p> <p>Management Brand/Product Management</p> <p>Direct Marketing Marketing General</p> <p>Market Research Marketing Communication</p> <p>Copy-writing Event Marketing PR General</p> <p>Others</p>
<p>Media & Advertising</p> <p>Editorial/Journalism Broadcasting – TV/Radio</p> <p>Creative Design Photography/Video</p> <p>Print Media Production Strategic Planning</p> <p>Others</p>	<p>Media Services</p> <p>Doctor/Practitioner/Surgeon</p> <p>Medical Services Technician Nursing</p> <p>Pharmaceutical Specialist Veterinarian</p> <p>Others</p>
<p>Merchandising & Purchasing</p> <p>Garment Household</p> <p>Procurement/Purchasing/Sourcing</p> <p>Industrial Merchandising</p> <p>Others</p>	<p>Professional Services</p> <p>Business Analysis/Data Analysis</p> <p>Business Consultancy Legal & Compliance</p> <p>Translation</p>
<p>Property</p> <p>Property Consultancy</p> <p>Property Management</p> <p>Others</p>	<p>Public/Civil</p> <p>Civil Services Military/Defense</p> <p>Social Services/Non-profit Organization</p> <p>Utilities</p>

Sales, CS & Business Devpt Account Servicing Business Development Call Centre Channel/Distribution Customer Service Direct Retail Sales Sales Management Technical Sales/Sales Engineer Tele-sales (Telemarketing) Wholesale Others	Sciences, Lab, R&D Biotechnology Chemical Energy/Natural Resources/Oil & Gas Environmental Science/Waste Management Food Science Laboratory Life Science Research & Development (R&D)
Telecomm GSM Engineering Network Administration O & M Engineering RF-Planning/Installation/Administration/ Switching Engineering System Administration System Engineering Systems Security Telecommunications Technical support Others	Transportation & Logistics Airline Automotive Aviation Services Export Import Freight Forwarding Inventory/Warehousing Shipping Supply Chain Others
Others Agriculture/Forestry/Fishing/ Artists/Singers/Musicians/Model/ Geologist Mining Skill worker Student/Fresh Graduate/No Experience Technician Trading Others	



Exercise 1

Directions: Match each job title in the following list with its appropriate job category.

Put a-y in the space provided.

Job Titles

1. _____ Architect
2. _____ Chemist
3. _____ Claims Officer
4. _____ Credit Management Officer
5. _____ Dietitian

Job Categories

- a. Accounting
- b. Admin & HR
- c. Banking/Finance
- d. Beauty Care Health
- e. Building & Construction

Job Titles	Job Categories
6. _____ General Manager	f. Design
7. _____ Government Relations Officer	g. Education
8. _____ Graphic Designer	h. Engineering
9. _____ Guest Relations	i. Hospitality/F&B
10. _____ HR Officer	j. Information Technology (IT)
11. _____ Legal Officer	k. Insurance
12. _____ Librarian	l. Management
13. _____ Mechanical Technician	m. Manufacturing
14. _____ Marketing Officer	n. Marketing/Public Relations
15. _____ News Reporter	o. Media & Advertising
16. _____ Pharmacist	p. Medical Services
17. _____ Production Engineer Officer	q. Merchandising & Purchasing
18. _____ Production Planning Officer	r. Others
19. _____ Purchasing Officer	s. Professional Services
20. _____ Real Estate Development Officer	t. Property
21. _____ Sales Engineer	u. Public/Civil
22. _____ Software Developer	v. Sales, CS & Business Devpt
23. _____ System Engineer	w. Sciences, Lab, R&D
24. _____ Tax Officer	x. Telecomm
25. _____ Warehouse Officer	y. Transportation & Logistics



Exercise 2

Directions: These acronyms frequently appear in job categories. What do they stand for?

1. CEO stands for _____
2. CS stands for _____
3. CTO stands for _____
4. DBA stands for _____
5. Devpt stands for _____
6. F&B stands for _____
7. GM stands for _____
8. HR stands for _____
9. ISO stands for _____
10. IT stands for _____
11. O&M stands for _____

12. QA stands for _____
13. QS stands for _____
14. MD stands for _____
15. R&D stands for _____

You can also **specify the type of job, the company, the level, the salary, the location, the experience, the education, the date**, etc. Some websites offer job alert services that will send you an email when a job vacancy posted matches your profile. Registering with such recruitment and employment agencies can prove very useful. It is, however, suggested that you **create a separate e-mail address for the job application process and make sure that your email address is professional**. Use your own name if it is available. If not, try using your last name first and mix it up with your initial or add underscores or periods between the parts of your name.

Whatever method you use in your job search, once you have found job vacancy advertisements that match your interest, you will need **skills in reading the information in the job vacancy advertisements**. There are various items included in job vacancy advertisements. Most job advertisements specify job specifications and the top four or five skills that are most essential to the job. They also list requirements such as education and experience. Many tell about the excitement and challenge of the job, the salary, what job seekers will get, and what it will be like working for the company. The following is a **list of items most likely found in different sections in job vacancy advertisements**.

- Employer or Recruitment Agency
- Description of the Company
- Job Title
- Post Date
- **Job Responsibilities**: job role and purpose, to whom the position reports, other indication of where the role is in the structure of the organization, etc.
- **Ideal Candidate Profile**: qualifications such as required education, work experience, relevant job skills, abilities and personal qualities, etc.
- **Salary Guide and Benefits** such as a compensation package, health and life insurance, performance bonus, training opportunities, annual vacation, etc.
- **Recruitment Process**: response and application instructions
- **Contact Details** such as address, phone, fax, e-mail, etc.

Other items that can be found in some job vacancy advertisements are:

- Full-time or Permanent or a Short-Term Contract
- Base Location of Advertised Job
- Job/Advert Reference
- Website Address

Example 1:

The Post Publishing Public Company Limited • Employer

Post Publishing Plc, Thailand's leading print media company and publisher of the Bangkok Post and Post Today, is seeking two internal auditors to join the highest professional standards auditing team. The appointees will be involved in general and IT auditing activities. • Description of the Company

Job Responsibilities

Job Title • **Internal Auditors** • **Post Date: 05 Apr 20--** • **Post Date**

The job: Successful candidates will be required to carry out a variety of audit assignments, including setting up audit programs, making evaluations, coordinating and following up according to audit plan, recommending areas for improvement, and performing any other assignments as deemed appropriate by the Chief Audit Executive. • Job Responsibilities

Qualifications:

Ideal Candidate Profile

- Thai nationality
- Bachelor's Degree or higher in accounting or finance
- Good command of English
- Good interpersonal skills and communication

Description of the Company

The rewards: The Post Publishing Public Company Limited is a mature organization. In addition to offering an attractive salary and fringe benefits, there is a contributory provident fund, medical and insurance benefits, together with 14 working days annual vacation. To enhance the competence of the internal auditors, we also offer a professionalism development program on a continuous basis. • Salary Guide and Benefits

Recruitment Process

Please send resume, application letter, details of references, including expected salary, together with recent photograph to:

HUMAN RESOURCES DEPARTMENT
136 Na Ranong Road, Klong Toey, Bangkok 10110
E-mail: kanokporna@bangkokpost.co.th

• Contact Details

Example 2:

P.R. Recruitment and Business Management Co., Ltd. Recruitment Agency

Description of the Company Our client is one of the world's largest private industrial corporations, with over 250,000 employees and annual sales revenue of over 42 billion Euros. They currently employ over 140 members of staff in Thailand and sell numerous high-quality products - from automotive aftermarket, power tools to car multimedia and security systems. They are currently growing their local business and require outstanding leaders to increase their business efficiency in Thailand.

Job Title **Human Resources Star** Post Date: 27 Apr 20-- Post Date

Job Responsibilities The HR Star will report to the Financial Director and will take responsibility for managing all areas of Human Resources in this multinational trading company. The main part of this job will involve maximizing the efficiency, morale and quality of the staff by taking a "Hands On" approach in customizing, introducing and managing the international HRD program. Whilst the main emphasis of the job will focus on HRD, the HR Star will be expected to take ownership of all aspects of Human Resources and will be targeted to promote HR as a critical and active part of their business process and strategy. Therefore, the HR Star will be a key player in analyzing all aspects of HR, understanding how HR affects business, developing HR ideas that improve business and then presenting those ideas as business improvement solutions to the management team.

Ideal Candidate Profile The HR Star must have very good spoken and written English skills, a relevant degree and have experience working in a management or non-management position within a human resource department of a multi-national company. The HR Star will have a real desire to focus on Human Resource Development, but be prepared and have an interest in the other often routine HR functions that are equally as important. This job would suit a modern thinker, who has great communication skills, a high level of confidence and initiative, the ability to motivate and train people along with strength of personality that "gets things done." The HR Star will be titled as the Human Resource Manager and will enjoy a really interesting job that is unusual in that it offers a lot of responsibility along with the chance to develop and introduce an HRD program.

Salary Guide and Benefits Our client offers very good benefits, which include a provident fund, medical insurance, commission and a performance bonus.

Ideal Candidate Profile If you are a Thai national and possess a real desire to make a difference, please submit your resume stating your present and expected salaries and ref 12bsh406 to fax 02 716 0056, e-mail 12bsh406@ptr.com or by mail to:

Job/Advert Reference 12bsh406

Contact Details 2034/82 (18-02/2) Ital-Thai Tower, 18th Floor, New Petchburi Road, Bangkapi, Huaykwang, Bangkok 10320

Website Address <http://WWW.PRTR.COM>

Recruitment Process



Exercise 3

Directions: Read **Job Advertisements A-J** on pages 11-20 and put **the types of sections in job vacancy advertisements from List A** next to the information found in each ad in the appropriate box. Then, match **the job titles in List B** with the ads by writing **A-J** in the space provided.

List A:

1. Employer or Recruitment Agency
2. Description of the Company
3. Post Date
4. Job Responsibilities
5. Ideal Candidate Profile
6. Salary Guide and Benefits
7. Recruitment Process
8. Contact Details
9. Base Location of Advertised Job
10. Website Address

List B:

Job Titles	Job Advertisements
1. Accounting Manager	_____
2. Computer Programmer	_____
3. Education and Study Tour Assistant	_____
4. English Instructor	_____
5. Junior Field Engineers	_____
6. Lawyer	_____
7. News Producer	_____
8. Office Administrators	_____
9. Technical Customer Relations Manager	_____
10. Web Designer	_____

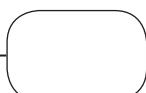


Job Advertisement A

Thai Houghton 1993 Co., Ltd. • 

HOUGHTON Fluid Technology & Service Worldwide Specialty Chemicals, Oils and Lubricants for Metal Working Processes.

We are a well-established company with manufacturing and distributing of Industrial Oils and Chemicals for Metal Working Industries. We are looking for experienced and highly motivated candidates to join our team as follows:

Post Date: 03 Apr 20 -- 

Qualifications:

- Female, Thai nationality, age above 30 years old
- Bachelor's Degree in Accounting
- Must have at least 5 years of work experience
- Good command of both spoken and written English with PC skills
- Familiar with computerized Accounting system, preferably with background on XP (Express software)
- Good personality, working well in a team environment
- Being proactive, accurate, energetic, analytical-minded, flexible, hard-working and able to work under pressure

Benefits and Welfare for Sales Department: Bonus, Car Maintenance Allowance, Petrol and Expressway Expenses, Health & Life Insurance, Hand Phone Expenses etc.

Interested candidates are invited to send application together with resume, photo and expected salary to:

HR Department, Thai Houghton 1993 Co., Ltd. 77/105-106, 25th Flr., Sin Sathorn Tower, Krungdhonburi Rd., Klongtonsai, Klongsarn, Bangkok 10600

HR Department, Thai Houghton 1993 Co., Ltd. 77/105-106, 25th Flr., Sin Sathorn Tower, Krungdhonburi Rd., Klongtonsai, Klongsarn, Bangkok 10600
Tel: 0 2440 1262-6
E-mail: HR@houghton.co.th



Job Advertisement B

Boncafe (Thailand) Ltd.**BONCAFE**

We are a leading Thai-Swiss gourmet coffee and powdered mixes manufacturer, headquartered in Bangkok with over a dozen branch offices in Thailand. We have the following positions to offer to ambitious and energetic candidates, who would like to work in a rapidly growing dynamic company.

Post Date: 22 Mar 20--

Qualifications:

The customer relations manager will be responsible for overseeing and managing the technical after-sales-service in the field, communicating with and solving technical problems for the company's large, nationwide corporate customer base.

- Female or Male, Thai or Foreign National
- Bachelor's or Master's Degree in mechanical engineering or related technical field
- Minimum 2-3 years work experience in machine service management or related field
- Computer literate and good proficiency in spoken & written English
- Strong interpersonal skills as well as self-motivation
- Ability to work under pressure and meet deadlines

Interested candidates are invited to e-mail, apply in person or send mail application completed with resume, recent photo and expected salary to:

**Boncafe (Thailand) Ltd. 21st Floor, Muang Thai-Phatra Tower 2,
2521/110 Rachadaphisek Road, Huaykwang, Bangkok 10310**
Tel: (02) 693 2570 Fax: (02) 693 2579
E-mail: welcome2@boncafe.co.th



Job Advertisement C

Kelvin Chia Partnership

Post Date: 29 Mar 20--

Kelvin Chia Partnership (www.kcpartnership.com) is a regional law firm with offices in Singapore, Shanghai, Hanoi, Ho Chi Minh City, Yangon and Pyongyang, and plans to extend its presence to other cities in Asia this year. The firm has a strong regional focus and is involved in many substantial cross border transactions and is therefore looking to extend its team of international lawyers. The firm is looking for young and energetic attorneys with one to three years post-qualification experience preferably in corporate/commercial.

Applicants must hold a law degree from a reputable law university, have a strong academic grounding and may be called to the bar in any jurisdiction. A strong command of the English language is essential.

Positions are available in the firm's headquarters in Singapore or in one of its regional offices, depending on applicant's suitability. Interviews will be conducted at a venue in your jurisdiction and on such date as may be notified to shortlisted candidates. Please apply with detailed CV to info@kcpartnership.com marked to the attention of the Head, Corporate and Commercial.

E-mail: info@kcpartnership.com