

Listen & Learn

Angielski w pracy i biznesie

“Business Words & Expressions”

Lesson 2 Experience & qualifications

Exercise one

♪ 4

Listen to the dialogue.

- *Now I'd like you to tell me about your qualifications. I see here you've got an advanced degree...*
- *Yes, I have an MBA, and I hold an MA in Economics and Marketing, and a BA in Management Studies.*
- *Mm. Let's turn to your experience now. You worked as the head of the Sales Department.*
- *Yes, I have a solid background with five years recent first-line management experience. After three years of working in the position of sales representative I was promoted and I worked as a senior manager for almost four years, and then I was selected for a Sales Manager vacancy, a position responsible for the sales in one of the regions in my company. I have gained hands-on experience in retail, developing business contacts and negotiations.*
- *OK. Are you good at languages? A sound knowledge of French and good fluency in one other European language is essential.*
- *That's not a problem. I'm a fluent speaker of French and German. And I also have a working knowledge of Spanish. I enclosed a detailed track record with my CV.*
- *Yes. Your credentials are really excellent.*

Exercise two

♪ 5

Listen and repeat the expressions.

wyższe kwalifikacje
pracować jako szef działu
solidne podstawy
doświadczenie na stanowisku kierowniczym
pracować na stanowisku
zostać awansowanym
zostać wybranym na wolny etat
zdobyć praktyczne doświadczenie
być dobrym z języków obcych
doskonała znajomość francuskiego
płynność w innym języku
podstawowa znajomość hiszpańskiego
załączyć
kwalifikacje

an advanced degree
to work as the head of the department
a solid background
first-line management experience
to work in the position of...
to be promoted
to be selected for a vacancy
to gain hands-on experience in...
to be good at languages
a sound knowledge of French
good fluency in one other language
a working knowledge of Spanish
to enclose
credentials

Anna Nowak
Jasna Street 34
00-132 Warsaw

15th January 2008

Mr M. Flynn
Ernst & Young Audit Ltd
25 Poplar Grove
Harrogate, England HG14PL

Dear Mr Flynn,

Assistant

I should like to apply for the above post, advertised in today's Sunday Times and I have pleasure in enclosing my curriculum vitae for your attention.

As my resume indicates, I have seven years of professional experience in an administrative capacity. I have worked as an assistant either to a department or a single individual in three different companies, which gave me the opportunity for my career advancement. I have sharpened my organisational skills, attention to detail and ability to work independently. I have gained hands-on experience in writing reports and designing Power Point presentations. In my most recent role in the Personnel Department, I have learned human resource policies, procedures and the protocol necessary to enforce them. Combine all of this experience with my natural talents (analytical problem-solving, logistical planning and pronounced capacity for efficient work) and you have a well-rounded candidate you will be proud to have on your staff.

I am now seeking an opportunity for further career development and it is my sincere belief that the Ernst & Young Audit Company is the organisation that really values the entrepreneurial spirit and dedication I could offer. I look forward to discussing this opportunity further with you and discussing any questions you may have for me at an interview.

Thank you for your time and consideration.

Yours sincerely,

Anna Nowak