

DUE50032

**A WORKBOOK FOR
JOB HUNTING CANDIDATES**

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BY

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**GENERAL STUDIES DEPARTMENT
POLITEKNIK JELI KELANTAN
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A WORKBOOK FOR JOB HUNTING CANDIDATES

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PREFACE

Firstly, endless praise to our Creator, Al Hakeem, The Most All-Wise for the blessings to enable us to plan, draft and write this teaching material reference.

The urge to get a simple but contextual reference in teaching a topic in DUE50032 course has triggered our commitment to come out with *A Workbook for Job Hunting Candidates*. It is also meant to assist other colleagues to find quick teaching materials for their T&L preparation process. May students benefit some authentic skills and knowledge for their future undertakings.

Our extended appreciation to the supportive Head of Department as well as the resourceful and dynamic colleagues for making this impossible process possible.

Thank You.

The Authors

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A close-up photograph of a person's hand holding a white pencil, positioned over the keyboard of a silver laptop. The hand is wearing a brown ribbed sweater cuff. The background is a soft-focus view of the laptop keys and a white surface.

UNIT 1: INTRODUCTION TO JOB HUNTING MECHANICS

1.1 Brief Note

1.2 Listening Task

1.3 Activity One

1.4 Do You Know?



1.1 BRIEF NOTE

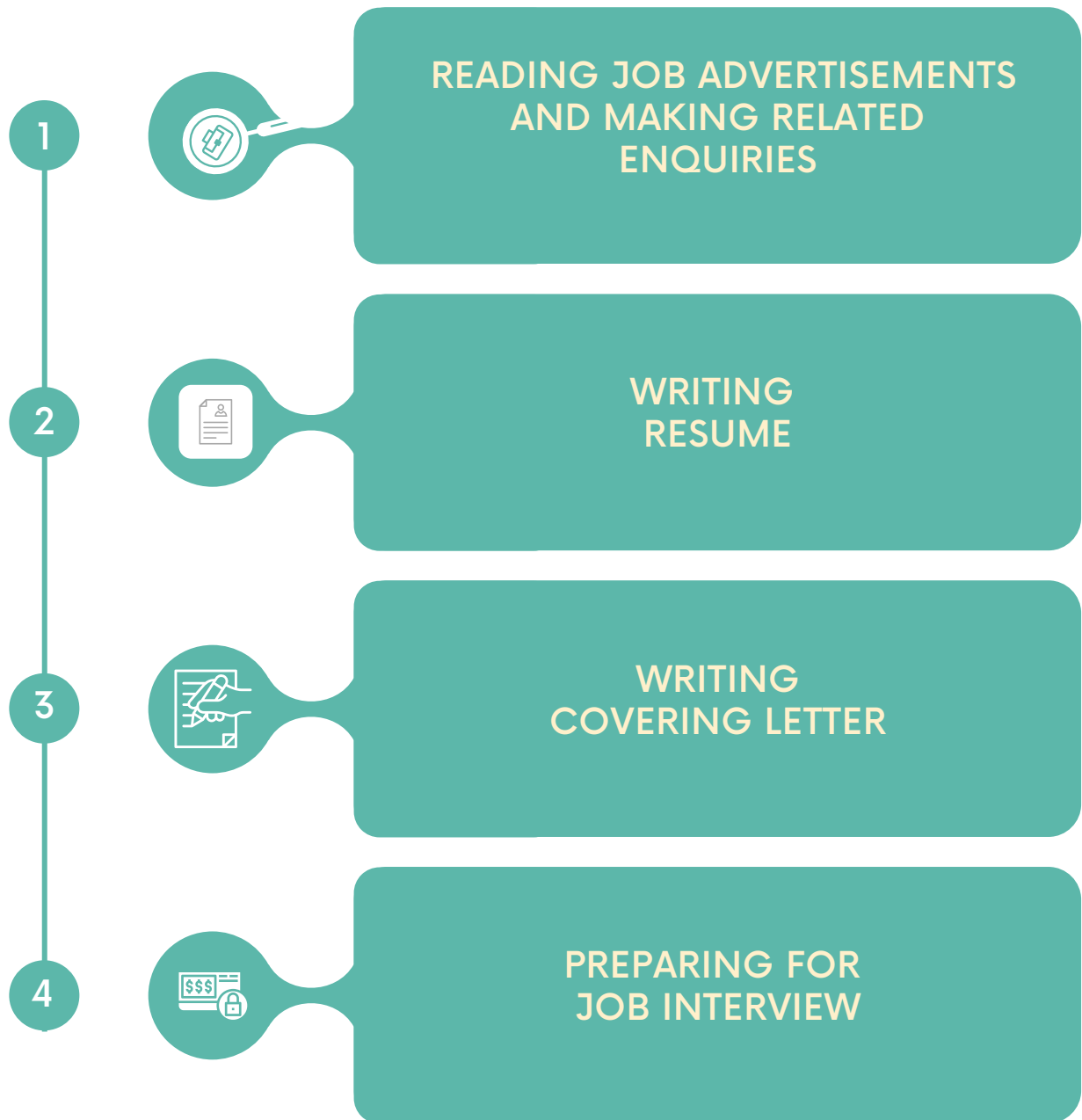
All you need to know about job hunting

Graduates seek for jobs upon completing their studies. It will be a new experience. It can also be repeated experience before landing on a particular position that match which their qualifications. Therefore, certain guidelines and approaches must be abided to ensure their efforts are fruitful.

This e-book is presented to guide the future graduates to understand the preparation needed to excel in their job interviews that will lead to a secured employment. There are a few steps that should be adhered by the students in the process of job hunting as listed in the following units.



FOUR STEPS FOR JOB HUNTING PROCESS



1.2 LISTENING TASK

Applying for a job - Concepts of "**qualification**", "**training**" & "**experience**".

Listen to the dialogue (refer Appendix 1) and circle the correct words.

1. I **have / don't have** a university degree.
2. My office course was six months **part-time / full-time**.
3. An assistant childcare worker **needs/ doesn't need** qualifications.
4. A **diploma/certificate** course in childcare studies takes two years. :



1. I trained to be a forest technician at **high school / university**.
2. My forest technician qualification is like a UMSS **diploma / certificate**.
3. I have a license to drive a **forklift / a truck**.
4. To be a driving instructor, I need to do **a UMSS course first/ just pass a license test**.

1.3 ACTIVITY ONE



PLAN FOR YOUR FUTURE

EXPLORE WORK OPPORTUNITIES

The event will be held in Auditorium KBTC Kota Bharu and will feature the following companies:

1. Puteri Hotel
2. AquaGo Ptd Ltd
3. Zan's Bakery & Catering
4. Aliff International School
5. BH Plantation and many more

Sponsored by: www.LOCAL.com

Job or career fair is one of the fastest platforms to get the most current info about job opportunities.

Based on this flyer, identify the most suitable company for these graduates :

A

Ammar - A degree holder in Early Childhood Education

B

Devi - A diploma holder in Housekeeping & Laundry

C

Syazwani - A diploma holder in Agriculture Business

D

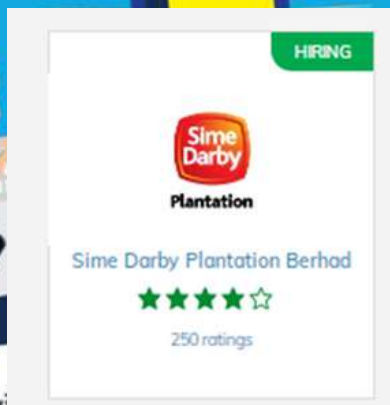

Chung - A master holder in Culinary Arts & Kitchen Management

E

Satoh - A degree holder in Aquaculture

1.4 DO YOU KNOW?

5 things you can discover from Company Reviews



JobStreet.com Company Review

Whether you're changing jobs or looking for your first one, it's critical to know more about your employer.

Here are some things you can discover before making an informed decision.



Opportunities for career development



Work/ Life balance



Working environment



Management style



Benefits and perks

Source: JobStreet.com @ Retrieved from <https://www.jobstreet.com.my/announcement/2017/jjs-companyreview/companyreview7adi-a.htm>

APPENDIX 1 - SCRIPT FOR ACTIVITY ONE

Chad	Did you go to university Athena?
Athena	Yes, I went to university for three years back in Johor Bahru, and got my degree. And after I came to Kuala Lumpur I did an office skills course at UniKL. That was six months full-time and I got a certificate for that. That qualification helped me get the job I have now.
Chad	Are you planning to do more training?
Athena	Not for office work. I'd like to change my job. I'd like to work in childcare.
Chad	In childcare. That's very different. Do you need qualifications to work in childcare, or do you just need experience?
Athena	Well, I can get a job as an assistant daily caretaker in a childcare centre without any qualifications or experience. But I don't want to be an assistant. So I might do a certificate course or maybe a diploma course in childcare studies. A diploma would be two years full-time study. So what qualifications do you have Chad?
Chad	Back in Sarawak, I was a forest technician. You don't have them in Semenanjung. Here it's like someone who works in a national park. I went to a special forestry high school and then did one more year of training on the job.
Athena	I see. Have you got any more qualifications since coming to Kuala Lumpur?
Chad	No, not really. I have my car licence and a forklift licence. That's all. But I'm planning to do further training.
Athena	What kind of training?
Chad	I want to be a driving instructor so I'll have to do a course at TAFE and then get a licence from the government. That will take me about five months all together.



UNIT 2 HOW TO READ JOB ADVERTISEMENT & MAKING RELATED ENQUIRIES

2.1 Brief Note

2.2 Comprehension Task

2.3 Activity Two

2.4 Do You Know?



2.1 BRIEF NOTE

Getting to know about job advertisement

The search and comprehending job advertisement. Students must be creative and resourceful in searching for jobs. Staying passive and waiting for opportunities will delay success of being employed. Follow the approaches below:

1. Everyone is a potential job informer.

Ask anyone that you come across if there are any vacancies anywhere for you to have the chance to be taken as an employee. It is a useful strategy as the potential to be informed of any job opportunity is very high. Furthermore this practice teaches the students to be resourceful and mature which in will help them to gain noticeable attention by the potential employer(s) during interview.

2. Newspapers in the recruitment section, internet job sites, career exhibitions and talks.

Students must be alert utilizing the electronic and printed media of various advertisements and ongoing happenings in regards to job vacancy offered. Constant surfing of the internet and reading the printed media will keep the students abreast of the latest development available.

3. Walk in inquiry to companies operating in your hometown.

Students can just politely inquire of relevant companies operating in their hometown for job vacancies without waiting for any job advertisement posted. It is an initiative of strategic importance as:

A student without any working experience will not be highly paid. Thus, working in your hometown will save a lot of fixed expenditure such as the rental, transportation and on food.

4. Telecommunication efforts.

Due to the vast access of the internet and social media avenues, students will be able to gather information and contact numbers of companies near and far. This means of various channels of communication allow the students to call any relevant company to inquire about job vacancy.

Do not wait for advertisement and calling these companies even though they do not advertise of any job vacancy. It is not a crime.

Bear in mind, companies hire go getters and individuals that think out of the box.

Rome is not built in one day. Success must be constantly sought. Do not expect opportunities to come rolling just by waiting.

5. A visit to local authorities.

The district offices of local municipality provide and gather latest happenings, information and news to the surrounding public to be aware of.

Political related offices or centers sometimes offers relevant news in regards to job opportunities.

Community centers nearby as people from all walks of life gather for various public events and charity.



2.2 COMPREHENSION TASK

Label the highlighted information from the job advertisement with the correct terms.

Position advertised	Job requirement	Company address
Company brief background	Company name	How to apply

Career Opportunities
www.JobStock.com.my

1 RH Agrotech Sdn Bhd was established as a one-stop centre for agricultural expertise and laboratory services.

2

1. TISSUE CULTURIST (Sibu)

- Degree in Biotechnology/ Biochemistry or any close disciplines
- Prior working experience in biotechnology research would be an advantage
- Well versed in tissue culture & possess analytical skill

2. ACCOUNTANT / ACCOUNT SUPERVISOR (Sibu)

- Diploma / Degree in Accountancy / Recognized Accounting Certificate
- Minimum 2 years working experiences in Accounting background would be an advantage
- Able to work independently with minimum supervision

3 **3. SALES EXECUTIVE** (Sibu)

- Degree/Diploma or Recognized Certificate in Marketing or any related disciplines
- Able to work independently with minimum supervision and has at least 1 year working experience in marketing would be an advantage

4

4. ESTATE MANAGER (Kuching)

- Diploma / Degree in Plantation or closely related field
- Minimum 5 years working experience in managerial field / related industry
- Detailed person, possess strong leadership, willing to learn and with positive mindset

5. MECHANIC (Kuching)

- SPM / SKM / Diploma or Higher in Automotive field
- Minimum 2 - 5 years working experience in handling heavy machinery / related field

Interested candidates please send in your detailed resume with recent passport photo. current and expected salary to : hr@rhagrotech.com.my

5

6 **Cityvine Group of Companies,**
No 101, North Wing, Pusat Suria Permata,
Jalan Upper Lanang 12C, 96000, Sibul
Tel: 084-218558 / 218191

1)

2)

3)

4)

5)

6)

2.3 ACTIVITY TWO

Classifying and matching the appropriate job scopes/responsibilities under the correct position.

Look at the job advertisements for the related information.

A **Holiday job**

Do you want to earn some extra money this summer? Do you speak another language? We need English, Mandarin/Tamil speakers to work for us in the State Museum shop Tuesday – Saturday.

Send your resume to statemuseum@gov.my

B **Delivery boy/girl**

We need teenagers to deliver newspaper on Mon, Wed and Fri mornings. The paper round takes 30 minutes in the Taman Sri Riyadh. Papers must be delivered before 8 am and you must have your own bike/motorcycle.

Interested? Ask for more info at **Sri Riyadh post office**

D **Babysitter needed**

We need a babysitter to look after our two girls aged 6 and 8 after school from 4 pm to 6 pm, Monday – Friday.

RM50 a week

Call Mariam on 012 2226667

C **MASKEN CAFE**

We are looking for breakfast and lunchtime staff to work in our café on Saturday.

Come in (8 am – 4pm) or call Bilal on 019 7775656 (after 4 pm)

Display items on the shelf.	Give customers their change.
Sell shop's items.	Serve food and drinks.
Deliver newspapers.	Read stories and play with young children.
Look after children.	Make somewhere tidy.
Help customers find items to buy.	Wake up early.
Clean the floor.	Take customers' order.

Babysitter	Shop assistant
Paper boy	Waiter / Waitress
Cleaner	Cashier













2.4 DO YOU KNOW?

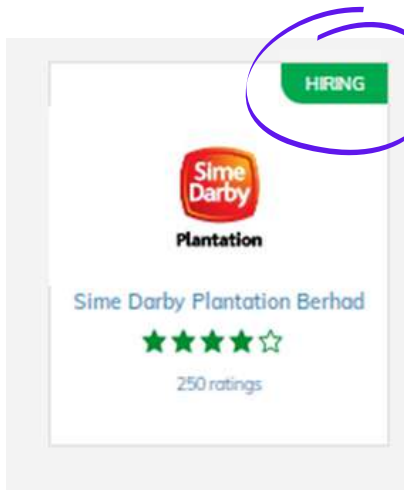
You can search for the most current TOP EMPLOYERS in our country via <https://www.jobstreet.com.my/> and learn about their ratings and reviews.

the list will also include a remark whether there are job openings or not at that particular companies.

Below is the sample display.

Learn what others are saying about the most popular companies in Malaysia

 Malayan Banking Berhad (M... ★★★★☆ 1,402 ratings	 Telekom Malaysia Berhad ★★★★☆ 852 ratings	 CIMB Group ★★★★☆ 771 ratings	 Kumpulan Wang Simpanan P... ★★★★☆ 711 ratings
 Celcom Axiata Berhad ★★★★☆ 661 ratings	 RHB Banking Group ★★★★☆ 584 ratings	 Hong Leong Bank Berhad ★★★★☆ 564 ratings	 Public Bank Berhad ★★★★☆ 559 ratings
 Tenaga Nasional Berhad ★★★★☆ 546 ratings	 Petroleum Nasional Berhad (... ★★★★☆ 542 ratings	 Malaysia Airlines Berhad ★★★★☆ 533 ratings	 AEON Credit Service (M) Bhd ★★★★☆ 529 ratings



Example:
There is a job opening in this company.
Click on the remark, more information
will appear.

Sime Darby Plantation Berhad usually takes 23 days to process candidates

7 jobs in Sime Darby Plantation Berhad

- Project Manager (2 year contract)**
Sime Darby Plantation Berhad
Min 6 years of experience (Manager)
Malaysia - Selangor
- TASKA Administrator**
Sime Darby Plantation Berhad
Min 4 years of experience (Junior Executive)
Malaysia - Selangor
- Internship for Business Studies/Administration St...**
Sime Darby Plantation Berhad
Entry Level position
Malaysia - Selangor
- Senior Manager, Legal | 7906**
Sime Darby Plantation Berhad
Min 10 years of experience (Manager)
Malaysia - Selangor
Login to view salary
- Finance Manager**
Sime Darby Plantation Berhad
Min 8 years of experience (Manager)
Malaysia - Selangor
Login to view salary
- Internship for Mechanical Engineering Students**
Sime Darby Plantation Berhad
Entry Level position
Malaysia - Sarawak
- Internship for Business Studies/Administration St...**
Sime Darby Plantation Berhad
Entry Level position
Malaysia - Selangor

The list of the positions offered will appear. So, you can choose the most suitable one that matches your qualifications.



UNIT 3 WRITING RESUME


3.1 Brief Note

3.2 Comprehension Task

3.3 Step By Step Guide

3.4 Speaking Task

3.5 Do You Know?



3.1 BRIEF NOTE

What is a resume?

It is a written summary of you and your background. What kind of background? What do you put in the resume? A resume should ideally contain 6-7 sections. Those sections are your personal particulars, educational background, work experience (if applicable), extra-curricular achievements, skills & strength, honours & awards (if any), other information about yourself and at least two referees.

How much of your personal background should you include?

It contains your full name, brief family background, your contact number and email address. Please bear in mind to keep your email address formal and easy to read.

Example of inappropriate email addresses are

'selokpitunyelo@yahoo.com', 'alache kai@gmail.com' and etc.

The resume or cv is sent to the companies that they seek employment. The resumes are to let the latter know more about the applicants involved.

A resume is a document which provides easy reference for your potential employer who wants to know your educational background, work experience and achievements.



Sample resume

Conventional Resume

Richard Williams

3665 Margaret Street, Houston, TX 47587
(770) 625-9669
RichardWilliams@gmail.com

Financial Advisor with 7+ years of experience delivering financial/investment advisory services to high value clients. Proven success in managing multi-million dollar portfolios, driving profitability, and increasing ROI through skillful strategic planning, consulting, and financial advisory services.

PROFESSIONAL EXPERIENCE

WELLS FARGO ADVISORS,
Senior Financial Advisor

Houston, TX
August 2020–Present

- Deliver financial advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, business and estate planning with minimal risk
- Develop, review, and optimize investment portfolios for 300+ high value clients with over \$190M AUM (Assets Under Management)
- Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 88% to 99.9% in less than 6 months
- Work closely with specialists from multiple branches, managing investment portfolios for over 800 clients with over \$25M in assets under care

SUNTRUST INVESTMENT SERVICES, INC.
Financial Advisor

New Orleans, LA
July 2017–August 2020

- Served as knowledgeable financial advisor to clients, managing an over \$20.75M investment portfolio of 90+ individual and corporate clients
- Devised and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period
- Partnered with cross-functional teams in consulting with clients to provide asset management risk strategy and mitigation, which increased AUM by 50%

MAVERICK CAPITAL MANAGEMENT
Financial Advisor

New Orleans, LA
July 2014–August 2017

- Served as the primary point of contact for over 15 clients
- Managed the portfolios of several major clients with over \$8.5M in total assets

EDUCATION

LOUISIANA STATE UNIVERSITY
Bachelor of Science in Business Administration (concentration: finance),
Honors: cum laude (GPA: 3.7/4.0)

Baton Rouge, LA
May 2014

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TFS Project Management
- Fluent in English, Spanish, and French

Infographic Resume

Emilie Burton
Software Engineer

(555)-555-5555
emilieb@email.com

● Passionate ● Independant ● Adaptable ● Optimistic ● Confident

Education

2010-2014 Stanford University
Bachelor of Science in Computer Science

Experience

Full Stack Developer

Twist Once Inc. 2015-2016
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Twist Twice Inc. 2014-2015

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Skills

Analytical ● ● ● ● ●
Information Tech ● ● ● ● ●
Logical Thinking ● ● ● ● ●
Multitasking ● ● ● ● ●
Team Building ● ● ● ● ●

References

Aaron Johnston - (555) 555-5555
CEO of Twist Once Inc.

Nancy Drew - (555) 555-5555
CTO of Twist Twice Inc.

3.2 COMPREHENSION TASK

Personal details - Write the words from the box next to the correct question.

surname	marital status	occupation	country of birth
initial	qualifications	address	emergency contact
sex	nationality	work skills	title
given name	signature	phone number	previous job

1. What's your first name? _____
2. What's your family name? _____
3. What is the first letter of your given name? _____
4. Are you male or female? _____
5. Mr, Mrs, Ms or Miss? _____
6. What's your address? _____
7. What's your telephone number? _____
8. What's your country of birth? _____
9. What's your nationality? _____
10. Are you married or single? _____
11. What's your job? _____
12. Do you have any training or certificate? _____
13. What was your last job? _____
14. What can you do? _____
15. Who can we telephone if you are sick? _____
16. Can you sign your name here? _____

3.3 STEP BY STEP GUIDE

• Personal details

1. Full name
2. Address
3. Telephone number
4. ID number
5. Status
6. Gender
7. Race
8. Religion

- Permanent address
- Current address
- Corresponding address

- Home/resident
- Mobile

- Single
- Widow/widower
- Separated
- Married

• Academic background

Sequence – Start with the latest @ highest level

- ✓ Diploma in Agrotechnology/ Aquaculture
- ✓ College community
- ✓ Secondary school(s)
- ✓ *Other short courses (e.g. wiring, computer)

• Working experience

Sequence – Start with the latest @ most recent

- ✓ Industrial training
- ✓ Part-time jobs

List the knowledge @ experience gained/ skill employed @ applied.

Include projects/activities that you took part

- Skills & Strengths

- Skills include

- Computer
 - Language
 - Communication
 - AUTOCAD

- Strengths include

- Work with minimum supervision
 - Fast learner
 - Like to learn new things

- Other information (interest/awards)

- Your hobby @ other activities

- Achievement as leader, or in CSR or sport activities

- Reason – Provide glimpses of interesting information about you to the future employer*

- References

- Ask permission to the potential individual to be your referees before you write down their names, designations, address and telephone number (email).

- Potential referees are academic advisor, final project supervisor, supervisor during IT, lecturers etc

3.4 SPEAKING TASK

Sample of video resume



Source: <https://www.youtube.com/watch?v=NRAVRCVaEPw>

Record yourself by introducing your name, origin and your strengths in a 30-seconds self-introductory video.

Recap of the lesson

A resume is a replacement of your physical self in promoting your strength to the interested party. A resume speaks on behalf of you as you cannot be presented in person to promote yourself. Thus, a resume must have a complete history of yourself in order to be read by the interested parties to convince them of your prowess and your capabilities.

A resume must consist of:

1. Personal details
2. Academic qualifications
3. Work experience
4. Skills and strengths
5. Other information e.g. interests or awards
6. Referees

Additional info - Resume Summary

A resume is a replacement of your physical self in promoting your strength to the interested party. A resume speaks on behalf of you as you cannot be presented in person to promote yourself. Thus, a resume must have a complete history of yourself in order to be read by the interested parties to convince them of your prowess and your capabilities.

A resume must consist of:

1. Personal details
2. Academic qualifications
3. Work experience
4. Skills and strengths
5. Other information e.g. interests or awards
6. Referees

3.5 DO YOU KNOW?

Resume VS Curriculum Vitae (CV)

What is a resume?

Definition

Resume is an essential tool to get your job hunt started. Its name comes from the French word “*résumé*”, which translates to “summary” or “abstract”. This document outlines your relevant qualifications and experience required for the specific job.

What is a CV (curriculum vitae)?

Definition

The word “curriculum vitae” is a Latin term which translates to “course of one’s life”. A CV is commonly a multiple-page document that provides detailed information about your work experience, education, and achievements.

QUICK SUMMARY

The term resume and curriculum vitae (CV) is interchangeably used. Below are some differences between RESUME and CV:

	RESUME	CV
DEFINITION	Summary of work experience relevant to the job you are applying	Detailed career and educational history
PURPOSE	Emphasizes skills and qualifications	Highlights accomplishments in entire career history
DETAILS TO INCLUDE	Outlined summary of relevant skills and work experience	Detailed work history
LENGTH	1 -2 pages	2 or more pages
WHEN TO USE	General industries	Academic and specialized positions
FORMAT	Reverse-chronological	Chronological order

Source: <https://www.jobstreet.com.my/career-resources/job-hunting/cv-vs-resume-a-foolproof-guide-to-knowing-when-to-use-which/>

Resume objective VS Resume summary

Recent additional requirement included in resume is the summary/objective related to your career development/change. **Resume summary** is applicable in any situation. If you are fresh graduate or switching careers, you may use **resume objective**. It is written at the top of your resume. It is useful especially if you want to apply a job via online employment company such as *JobStreet.com, LinkedIn.Job, WOBB* and many more.

Veron Jones
Data Entry Specialist

A rigorous, task-driven professional with substantial experience in data entry, customer service, office management, and reception duties. Adept at leveraging superior communicative and interpersonal skills to interact with diverse individuals and groups at all organizational levels. Possess incomparable ability to perform accurate and efficient entry of data into administrative software.

WORK EXPERIENCE

Data Entry Specialist
Shugar Programs
08/2017 – Present

- Extract data of patients from various sources and manage it in an organize computer base system.
- Precise consumer demographics information data entry and access in all relevant electronic data system.
- Immediate transfer of Emergency Department documents into MHWIN computer program system.
- Execute and ensure on-time delivery of all necessary Emergency Department consumer assessment packets.
- Actively cultivates strong working relationships with colleagues and manager increasing work productivity.

AREAS OF EXPERTISE

veron@novoresume.com
7481 345678
Chicago, IL
linkedin.com/in/veron.jones
veron.jones

Eg: Resume Objective

- Academic background relevant to the position offered. *E.g.: Determined diploma holder from Politeknik Jeli seeking new opportunities.*
- Any relevant experience to the job scopes. *E.g.: Undergo 6 months industry attachment in Sime Darby.*
- Contribution to be made (if succeed). *E.g.: Looking to grow as potential aquatic farmer in GHJ Bio Marine.*

Eg: Resume Summary

- Working experience. *E.g.: Technician with 5+ years of experience in the IT industry.*
- 1 or 2 top achievements (or core responsibilities). *E.g.: Specialized in technical support and maintenance.*
- Desired goal (generally, passion for working at a specific company). *E.g.: Looking for new opportunities as a supervisor for a PNB company.*



UNIT 4 WRITING COVERING LETTER

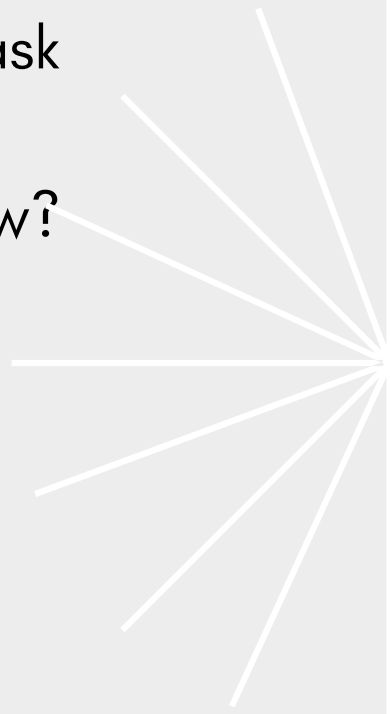
4.1 Brief Note

4.2 Activity Three

4.3 Grammar Task

4.4 Writing Task

4.5 Do You Know?



4.1 BRIEF NOTE

A formal letter writing for job application

Covering letter is

- A letter that will accompany your resume for job application
- Written differently based on the position/vacancy that you want to apply
- Used to sell your strengths and your suitability for the position advertised
- Different type of covering letter
 1. A solicited letter (attach the job advertisement).
 2. An unsolicited letter (choose any relevant job), to apply for a job that matches your qualification and work experience but there is no specific job opening being announced
 3. A letter to apply for a post in the company where you did your industrial training



Cover letter:

A cover letter is a one-page document that you submit with your resume to express your interest in the job opening. The purpose of a cover letter is to introduce yourself to an employer and provide a brief overview of your work history, professional skills, and an explanation why you are the best fit for the job.

A good cover letter can spark the interest of the reader and in return, he or she might be interested to have a look at your resume to know more about you. There are bad cover letters and good cover letters alike. Take note that bad cover letters usually will lead to the interviewers not wanting to read your resume at all and ending the chance of you being employed in the company you desired.

A guidance to a proper cover letter:

- Header- input contact information,
- Greeting the hiring manager.
- Opening paragraph- grab the reader's attention with 2-3 of your top achievements.
- Second paragraph- explain why you are the perfect candidate for the job.
- Third paragraph- explain why you are a good match for the company.
- Formal closing.

Sources from novoresume.com

Reminder: Interviewers are busy people and that is why a cover letter is short for them to decide whether the candidate involved is worth considering for further step of action.

A sample of complete block format

<p>Taman Wangsa Jaya 35951 Tanjung Malim Perak</p> <p>23 February 2020</p> <p>Aramijaya Plantation Sdn.Bhd. 46, Jalan SS2/3 46000 Petaling Jaya Selangor.</p> <p>Dear Sirs,</p> <p>Application for the Post as Agricultural Technician</p> <p>I wish to apply for the above-mentioned post which you advertised in JobStreet website on 20 February 2020. Currently, I am a final semester student of Politeknik Jeli Kelantan.</p> <p>I am interested in applying for this position as I believe my qualification match your requirements. During my industrial training at Felda Venture Sdn Bhd, I have been exposed to a real working experience. I indirectly involved in assisting my immediate supervisor to operate greenhouses and improve the health of plants as well as maintain research, field and chemical application equipment. The task is a monthly basis task. Please find enclosed my resume containing all the details on my skills and strength.</p> <p>As I have always been interested in plantation management, I wish to extend my experience in this field with your company. I hope you will grant me the opportunity for an interview to convince you of my suitability as an agricultural technician in your company.</p> <p>I look forward for your prompt reply.</p> <p>Yours faithfully,</p>  <p>(NAJMI BIN NAIM AHMAD)</p>	<p>1)Sender's address</p> <p>2)Date</p> <p>3)Recipient's address - Include name or designation if the information is stated in the advertisement</p> <p>4)Salutation – Depend on recipient's name or designation</p> <p>5)Subject heading</p> <p>6a)Content – Quick reference of the advertisement & introduction</p> <p>6b)Content – Matching the background + skill + strength with the requirements from the advertisement</p> <p>6c)Content – Repeat the interest to get the employment and state the alternative for the potential employer to contact you. End the letter with the polite expression</p> <p>7)Complimentary close – Match it with the salutation</p> <p>8)Signature + name + mention about enclosure</p>
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Top Tips for writing

1. Begin and end the letter appropriately.
 - Beginning: Dear Sir or Madam with no name – Closing: Yours faithfully
 - Beginning: Dear Mr / Mrs / Ms + surname – Closing: Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.

4.2 ACTIVITY THREE

Choose the six things you should include in a cover letter.
Tick all the correct answers.

.....	Which job you are applying for and how you found out about the vacancy
.....	Brief biographical details
.....	Your experience and personal qualities related to the job
.....	Your negative personal qualities
.....	Your motivation for applying
.....	Why you left your previous job
.....	Your salary expectations
.....	A complete list of your exam results and qualifications
.....	What you can offer the company if they give you the job
.....	What other documents you are attaching or enclosing with the letter

Match the phrases from the boxes with the most appropriate sections below.

1 As you can see from my CV, ...
2 Currently, I am working as a ...
3 I am in charge of ...
4 I am particularly interested in this position ...
5 I am very keen to use my English ...
6 I am writing in reply to your advertisement ...
7 I have five years experience in this sector.
8 I look forward to hearing from you ...
9 I will be available for interview from ...
10 I would be more than happy to discuss ...
11 Please do not hesitate to contact me for ...
12 With reference to your advertisement in ...

A. Introduction
B. Reasons for applying

C. Experience and qualification
D. Closing

4.3 GRAMMAR TASK

In formal writing, we often use *-ing* clauses to add explanations. In sentence a. above the meaning is *because/as I have previously spent*. In b. the meaning is *because/as I have*.

Complete the sentences with the correct form of the verbs in the box.

be complete deal with have pass spend

1. I have considerable experience in this line of work, over 20 years in the field.
2. I feel well suited to this particular position, a highly qualified practitioner with a range of previous experience.
3. I feel confident of my English abilities, recently the Cambridge First Certificate.
4. I feel confident of my computing skills, recently a six-month IT course.
5. I am sure I would be able to meet tight deadlines, similar pressures in my previous job.
6. I feel I possess the appropriate qualifications for this post, a degree in modern languages and a Master's in translation.

**In formal writing, *should* is often used to mean *if*.
For example:**

- Please do not hesitate to contact me, *should you require* any further information.

Use the words in brackets to report these formal sentences as if you were talking.

1. Should you require any further information, please do not hesitate to contact me.
I told them that
(need / more / get in touch)
2. Should payment not be immediately forthcoming, further action may well be taken against you.
They told me that
(pay / take / court)
3. Should you find our products available cheaper elsewhere, we would be happy to reimburse you the difference in cost.
They say in their publicity that
(find / cheaper / else / pay back / difference)

Now write the formal sentences being reported here.

4. He told me to make an appointment with his PA if I wanted to talk about it any more.
.....
(wish / discuss / further / please / appointment)
5. I asked them to get in touch with me straight away if any jobs come up.
.....
(vacancies / available / contact / earliest possible opportunity)

Compare your ideas with a partner.

4.4 WRITING TASK

Read the job advertisement. Then work with a partner and spend three minutes deciding what information you would include in the covering letter and what order you would put it in.

Career Opportunities
www.jobstock.com.my

We mainly involve in trading of agriculture / aquaculture products, such as fish, fish feed, water pumps etc.
We are looking for passionate young individuals who wish to learn and grow together in this field.

1. ADMINISTRATIVE EXECUTIVE

- Basic computer skill is required.
- Relevant training is provided.
- Need to have own transport to work.
- Able to work 6 days a week.
- Team player and individual with good attitude will be prioritized

2. SALES ASSISTANT CUM DRIVER

- Involve in retail sales
- Need to have D driving license
- GDL license is an added advantage
- Relevant training is provided
- Able to work 6 days a week
- Team player and individual with good attitude will be prioritized

Benefit

- * EPF
- * SOCSO
- * Yearly increment
- * Bonus etc.

Working location: 7 Mile. Kota Sentosa, Kuching

Interested candidates please send in your detailed resume with recent passport photo, current and expected salary to pmaquaculture@yahoo.com

OR call to Tel: **019-8870013** for interview arrangement OR post resume to:

PM AQUACULTURE SDN BHD
40 Olive Garden 7th Mile Bazaar 93250 Kuching

4.5 DO YOU KNOW?

Nowadays, your cover letter is kind of like a spare tire. You want to have it with you just in case you need some backup.

These are 8 common mistakes done by candidates in preparing a covering letter



Reminder

Not sending a cover letter is as irresponsible to your career as driving without a spare tire is to your well-being.

You wouldn't take a road trip without having a spare tire. Don't set out on your job search without having all the back up you need to get you to where you want to be.

Source: <https://www.forbes.com/sites/ashleystahl/2016/01/08/8-common-cover-letter-mistakes-to-avoid/?sh=2cd53aab1ab2>



UNIT 5 PREPARING FOR JOB INTERVIEW

5.1 Brief Note

5.2 Speaking Task

5.3 Activity Four

5.4 Tips on Dressing &
Organizing Documents

5.5 Do You Know?



5.1 BRIEF NOTE

Selling your capabilities in getting a job

Interview will become possible when your job application which consist of your resume and cover letter managed to gain the interest of the companies which put up the vacancy advertisements.

In this era of information technology, various methods of interviews are being utilised and three approaches stand out the most.

Face to face interview

Face to face interview are common among companies as this method provides more access to the character of the applicants. The applicant's behaviour, knowledge, attitude and expertise will be put to the test . The interviewers will be able to determine if the candidate has what it takes to be selected as a permanent employee of the company involved.

Video call

Video call is an online interview which recently gain popularity especially during the pandemic. It is convenient for interviewers to communicate more than one candidate at one time and vetted out the unsuccessful candidates in a short period of time. Video call is also applicable to companies that take into consideration of the time and cost incurred for candidates that live far from the interview location.

Video presentation

Some companies prefer the selected candidates to make their own presentation by producing their own recorded video of promoting themselves to gain the confidence and attention of the interviewers. The effort and creativity of the candidates will be the key determinants for the interviewers to arrive at a decision favourable to the applicant or applicants involved.



5.2 SPEAKING TASK

Form a group of three. Discuss on the image displayed in the following figure. Share your opinions (at least two) and justify your answers.

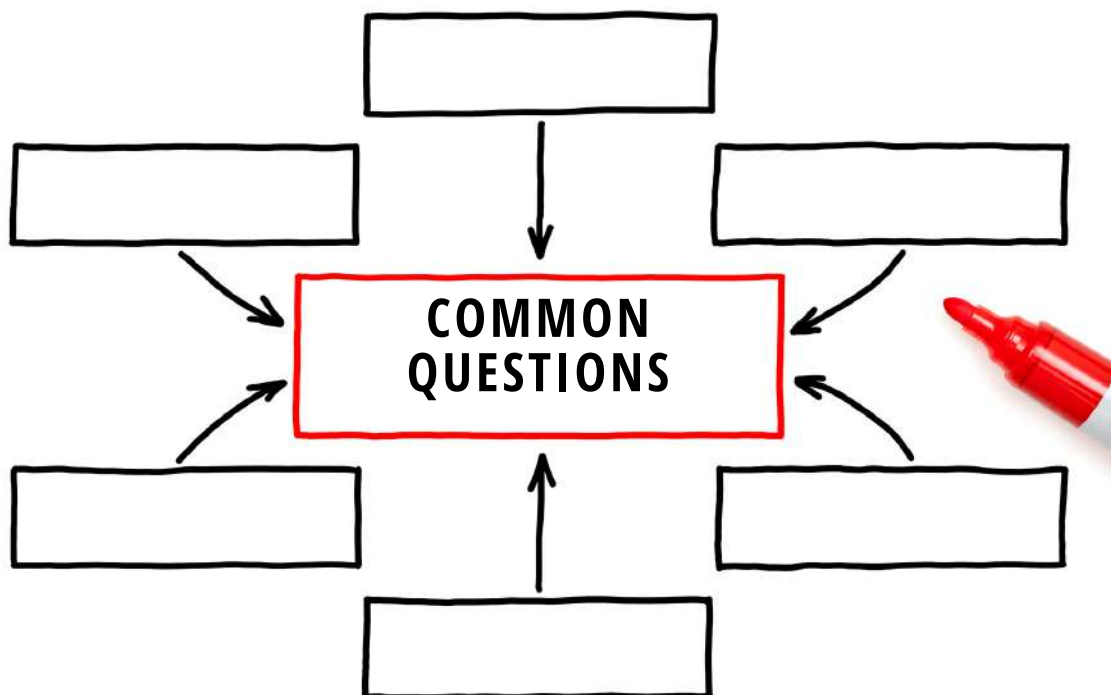


Is this appropriate?

5.3 ACTIVITY FOUR

Watch the following tutorial (<https://www.youtube.com/watch?v=iqeghm8Uut8>)

Draw a mind map on the type of questions asked during the interview.
Provide your own version of the questions and asked your pair to get the answers.



5.4 TIPS ON DRESSING & ORGANIZING DOCUMENTS

The dressing codes by Suruhanjaya Perkhidmatan Awam Malaysia (SPA).



Male candidate

- Plain long sleeve shirt pastel/natural color
- Dark slack & stocking
- Matching necktie (darker)
- Avoid accessories except watch
- Full cover shoes (type: Oxford)
- Blazer
- No chewing gum
- Trim facial hair

Female candidate

- Dark/pastel colour baju kurung/blouses
- Matching tudung/pony tails
- Appropriate make-up
- Full cover shoes (heel 1' - 2.5' - Pump)
- Avoid too tight/transparent
- Avoid too much or bulky accessories
- Avoid too much perfume

Interview shoes for women.



Interview shoes for men.



DOCUMENTATION

- **Recent 5-years duration – after Form 3**
- **Sequence**
 1. Identification
 2. Highschool graduation certificate
 3. SPM
 4. Diploma/transcript
 5. Other certificates
(Appreciation/Participation/Achievement)
- **Clear folder = folio**
- **Avoid include unnecessary certificates/documents**



Reminders:

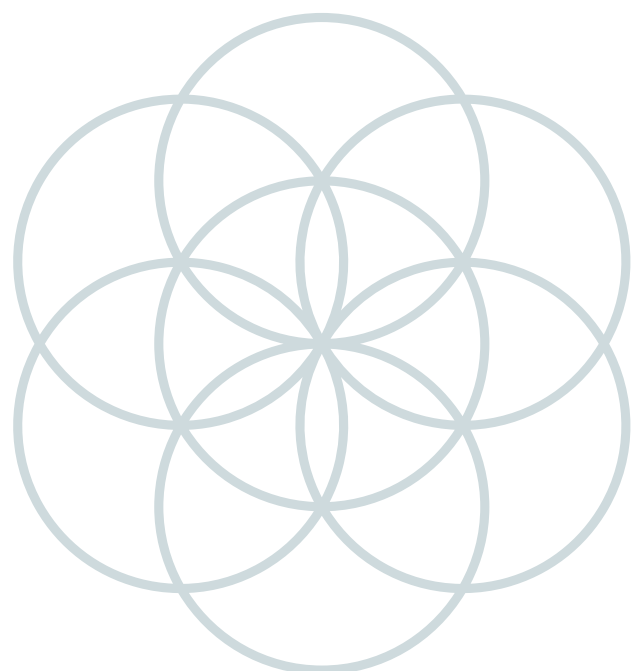
Physical appearance

Being in an interview is like a step closer to make being employed is a reality. It is a huge and important occasion which must be properly addressed and prepared to. Physical appearance of an applicant is visible and will be closely scrutinised by the interviewers. It is an unspoken respect to the occasion of possible freedom of own self management.

Applicants must possess a credible appearance and dress accordingly to respect the occasion. It is a vital evaluation of character and attitude and interviewers are professionals that have eyes and ears for determining capable candidates from the mass.

Soft skills requirements

Tone of voice, patience. Tolerance and proper language utterance are vital to present the maturity in the candidate's presentation to the interviewers involved. These personal traits are of assets to any company as respectful employees will likely please the public and strengthen the image of the organisation positively.

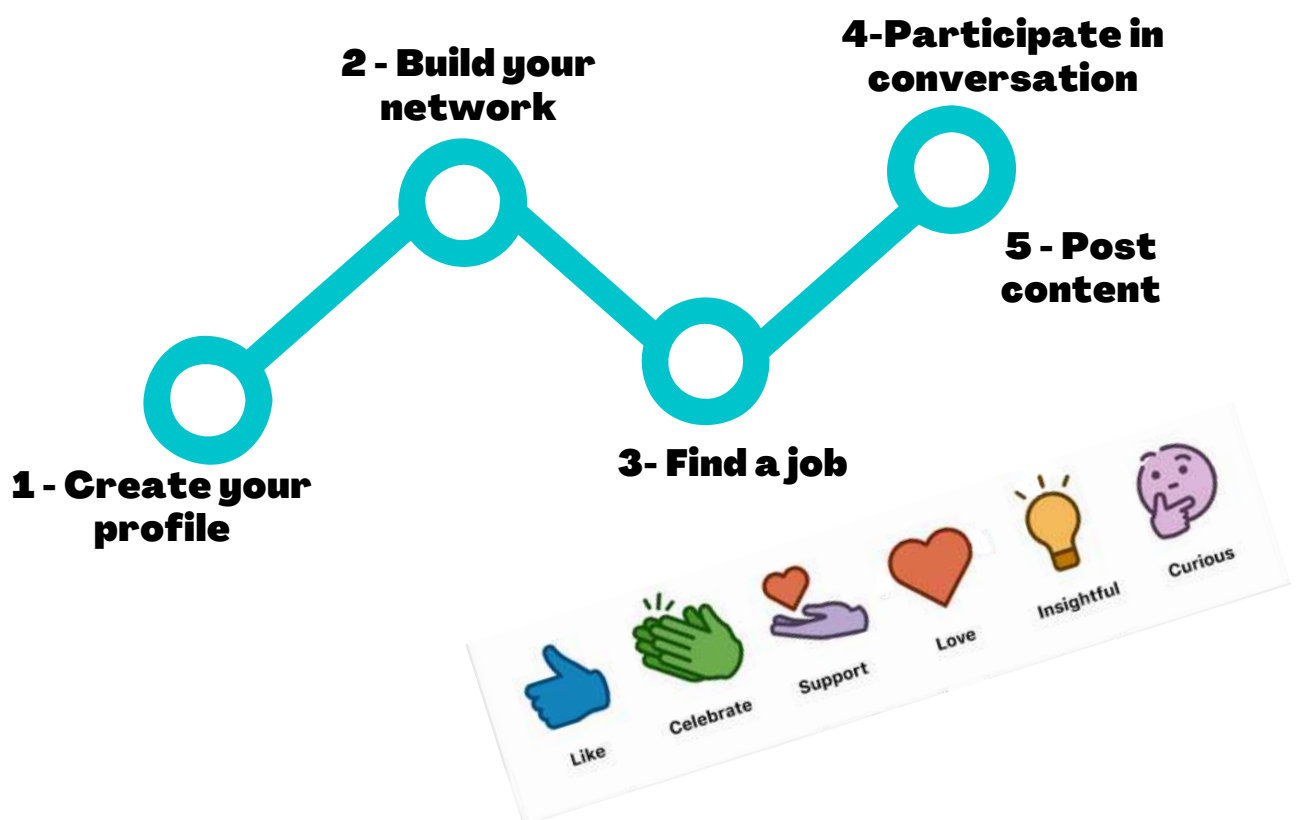


5.5 DO YOU KNOW?

What is LinkedIn?

- World's largest professional network on the internet.
- Can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.
- Can be accessed from a desktop, LinkedIn mobile app, mobile web experience, or the LinkedIn Lite Android mobile app.
- A complete LinkedIn profile can showcase your unique professional story through experience, skills, and education.
- You can also use LinkedIn to organize offline events, join groups, write articles, post photos and videos, and more.

How to sign up for LinkedIn account?



Source: <https://www.linkedin.com/help/linkedin/answer/a548441/what-is-linkedin-and-how-can-i-use-it-?lang=en>

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www.britishcouncil.org/learnenglishteens

www.jobstreet.com

www.spa.gov.my



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