***Key vocabulary***

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| ***the job basics*** | ***What you have*** |
| application | Bewerbung | affinity for something | eine Vorliebe haben für |
| interview | Vorstellungsgespräch | background in something | Grundkenntnisse haben in |
| job advertisement | Stellenanzeige | first-hand experience of something | Erfahrungen aus erster Hand haben |
| job opening | freie Stelle | proven ability in something | nachgewiesene Fähigkeiten |
| open position | offene Stelle | ***your profile in adjectives*** |
| ***the people*** | adept in something | in etwas versiert sein |
| applicant | Bewerber | attentive in detail | detailbewusst |
| candidate | Kandidat | aware of something | etwas bewusst sein |
| human resources manager | Personalleiter | committed | engagiert |
| recipient | Personalvermittler | computer literate | mit PC vertraut |
| ***the covering letter*** | conscientious | gewissenhaft |
| apply for something | sich für etwas bewerben | decisive | entschlussfreudig |
| look forward to doing something | sich darauf freuen, etwas zu tun | detail-oriented | detailorientiert |
| refer to something | sich auf etwas beziehen  | determined | bestimmt, entschlossen |
| submit an application | eine Bewerbung einreichen | discreet | diskret, verschwiegen |
| ***the application*** | excited by | von etwas begeistert sein |
| attachment | Anlage | familiar with something | mit etwas vertraut sein |
| covering letter | Begleitschreiben | fluent in  | eine Sprache fließend sprechen |
| CV (curriculum vitae) | Lebenslauf | involved in something | in etwas eingebunden sein |
| degree | Abschlusszeugnis | passionate about | leidenschaftlich interessiert an |
| reference | Empfehlungsschreiben | reliable | zuverlässig |
| testimonial | Arbeitszeugnis | self-driven | mit eigenen Antrieb |
| ***Who you are*** | skilled in | kompetent sein in |
| excellent communicator | hervorragender Kommunikator | self-motivated | eigenmotiviert |
| fast learner | gute Auffassungsgabe | trustworthy | vertrauensvoll |
| good negotiator | guter Verhandlungsführer | used to something | an etwas gewohnt sein |
| native speaker | Muttesprachler | task-oriented | aufgabenorientiert |
| natural leader | Führungspersönlichkeit | resourceful | ideenreich |
| team player | teamfähige Person | well-versed in something | in etwas versiert sein |
| goal-oriented | zielorientiert | impressed by something | von etwas begeistert sein |
| ***action verbs for achievements*** | ***Saying why you want the job*** |
| achieve something | etwas erreichen | I am keen to take on even more responsibility |
| carry something out | etwas durchführen | I would be thrilled to join such an innovative company |
| contribute to something | zu etwas beitragen | I would be delighted to contribute to the success of your organisation |
| coordinate something | etwas koordinieren | ***Referring to your CV and the interview*** |
| create something | etwas schaffen | Please refer to may CV for more details of my education, work experience and interests |
| deal with something | sich mit etwas befassen |  |
| demonstrate | etwas vorführen/zeigen | I would be available for an interview at your convenience |
| establish something | etwas einführen |  |
| gain experience in something | in etwas Erfahrungen sammeln | ***Talking about salaries*** |
| generate something | etwas erzeugen | My salary expectations are in line with ma qualifications and education |
| graduate in something | einen Abschluss machen |  |
| implement something | etwas umsetzen | ***Closing the letter*** |
| improve something | etwas verbessern | Please feel free to contact me on my mobile or via email if you require any further information or references |
| lead something | etwas leiten |
| supervise somebody /something | jemanden/etwas beaufsichtigen |  |
| ***Covering letter*** | I look forward to meeting you |  |
| Dear Sir or Madam |  | Yours sincerely |  |
| ***name-dropping*** | ***Talking about languages*** |
| Joe Red, key manager at IBM, told me you have a job opening…. |  | As somebody who is fluent in English and a native speaker in German |  |
| ***Referring to the job ad*** | As well as having working knowledge of |  |
| According to the job description… |  | ***Highlighting your past and skills*** |
| With reference to your job advertisement, I am writing to apply for |  | My former employers describe me as… |  |
| ***Introducing yourself*** | Having worked in.. |  |
| As an experienced …..with a background in…. |  | I have extensive first-hand experience of…. |  |
| ***Saying you are the right person*** | I am responsible for |  |
| I am ideally suited for the position of |  | My areas of expertise include… |  |
| What sets me apart from other candidates |  |  |  |
| ….makes my an ideal candidate |  |  |  |



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| ***verb + (one’s) knowledge***  |  | ***adjective + knowledge***  |  |
| **acquire** knowledge in sth. |  | **basic** |  | **limited** |  |
| **apply** one’s knowledge  |  | **considerable** |  | **practical** |  |
| **demonstrate** one’s knowledge  |  | **detailed** |  | **previous** |  |
| **extend** one’s knowledge  |  | **excellent** |  | **rudimentary** |  |
| **gain** knowledge in sth. |  | **extensive** |  | **sound** |  |
| **have** knowledge of sth. |  | **first-hand** |  | **specialist** |  |
| **improve** one’s knowledge of sth. |  | **good** |  | **specific** |  |
| **increase** one’s knowledge of sth. |  | **in-depth** |  | **technical** |  |
| **share** one’s knowledge with sb. |  | **inside** |  | **thorough** |  |
| **test** one’s knowledge  |  | **intimate** |  | **working** |  |

FALSE FRIENDS

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| **form:** I’ve already filled in the online application form*. (Formular)* | **formular:** I found a mistake in one of the formular in the spreadsheet. |
| **advertisement = advert = ad:** I am writing in response to your advertisement for a designer. *(Annonce)* | **announcement:** The manager will make an important announcement at today’s meeting. *(Bekanntmachung, Ankündigung)* |
| other false friends |
| *You mean….* | *You should say…* | *Don’t say ….* | *As it means….* |
| **fundiert** 🡪 fundierte Kenntnisse | **extensive, sound**I have extensive knowledge of digital banking. | **funded** | finanziert |
| **absolvieren** 🡪 Ausbildung | **complete** In 2017 I completed a semester abroad in Madrid | **absolve** | freisprechen, lossprechen |
| **Gründung** 🡪 Gründungsphase | **start-up, foundation, establishment**I played an active role during the start-up phase. | **grounding** | Erdung, Grundierung, Startverbot |

Prepositions with verbs & adjectives for job application

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| --- | --- | --- |
| ***Situation*** | ***verb or adjective & preposition*** | ***in German*** |
| Opening sentences | **apply** & **look** ***for*** + noun |  |
| Highlight your skills | **specialize *in***  |  |
| Describe your qualities (adjectives + preposition) | to be **aware *of* / excited *by* / impressed *by* / involved *in* / passionate *about /* fluent *in***  |  |
| Closing the covering letter | **look forward** ***to*** + ing form |  |
| Lists in the CV | **succeeded** & **assisted *in*** **/ deal *with* / contributed *to*** |  |