*Show off your skills*

Knowledge check

1. Choose the correct option to complete the statements. (2)
2. Rearrange the words to create sentences you could use in your application. (2)
3. Replace each German word (in italics) in the sentences below with the correct English word. (2)
4. Complete the statements with the correct preposition. (2)
5. Knowledge check (4)

O P T I O N A L

1. Your covering letter (12)

Ad 6.:

As you have already written a covering letter in German, try to translate it into a suitable English.

It is best to include details of your achievements to support the description of your **skills, qualities** and **experience** you mention (“Dreiecksmodell”). Recruiters want to hear what makes you “a good negotiator” or “goal-oriented”, for example.

The structure of your covering letter should include:

1. use a good opening sentence
2. highlight your skills
3. describe your qualities
4. close your covering letter

You can add your covering letter at the end of this document, or you can write it in a separate document if you want to design it. This time the design is **not** assessed.

If you have any questions, do not hesitate to ask me (in German or English)!

1. Choose the correct option to complete the statements.

(format the right answer in the colour GREEN)

1. I know that I really fit the....
   1. bill
   2. invoice
   3. quote
2. I feel this job would be right up my ......
   1. road
   2. street
   3. way
3. I really know how to push the......
   1. envelope
   2. paper
   3. pen
4. I can think on my ....
   1. head
   2. knees
   3. feet

2. Rearrange the words to create sentences you could use in your application.

A. please/more/my/refer/CV/for/to/details.

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

B. my/what/apart/from/the/sets/inside/other/is/knowledge/of/me/candidates/  
industry.

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

C. for/I/available/at/would/be/your/interview/convenience.

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

D. keen/responsibility/I/on/even/am/take/more/to.

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

3. Replace each German word (in italics) in the sentences below with the correct English word.

A. I have Klicken oder tippen Sie hier, um Text einzugeben.(*fundierte*) knowledge of the industry.

B. Did you answer all the questions on the Klicken oder tippen Sie hier, um Text einzugeben. (*Formular*)?

C. With reference to your Klicken oder tippen Sie hier, um Text einzugeben. (*Announce*), I would like to apply for the position.

D. In 2016, I Klicken oder tippen Sie hier, um Text einzugeben. (*absolvierte*) a course on design programming in the US.

4. Complete the statements with the correct preposition

A. I am fluent Klicken oder tippen Sie hier, um Text einzugeben. English and German.

B. My former employers were impressed Klicken oder tippen Sie hier, um Text einzugeben. my knowledge and experience.

C. I was instrumental Klicken oder tippen Sie hier, um Text einzugeben. creating a more efficient database.

D. I am passionate Klicken oder tippen Sie hier, um Text einzugeben. production design.

E. I am used Klicken oder tippen Sie hier, um Text einzugeben. working under pressure ant to meeting tight deadlines.

5. Knowledge check

A. How can a “referral” help with a job application?

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

B. What is the English word for *Empfehlungsschreiben*?

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

C. How could you use the word “suit” to show you are the ideal candidate for a job?

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

D. What is the English translation of *fundiert*?

|  |
| --- |
| Klicken oder tippen Sie hier, um Text einzugeben. |

6. Your covering letter