

IELTS READING TEST SET 7 TASK 3 GT – Mistakes when applying for a job



IELTS READING Mistakes when applying for a job Reading Practice Test has 10 Questions belongs to the Career Development / Employment subject..

There are many mistakes that people make when writing their resume (CV) or completing a job application. Here are some of the most common and most serious.

The biggest problem is perhaps listing the duties for which you were responsible in a past position:

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Questions 15-20

Complete the sentences below.

Choose **ONE WORD ONLY** from the text for each answer.

15. It is a mistake to specify your in past positions.

16. Do not include a description of your in life.

17. Include soft skills such as an ability to successfully.

18. Think hard about the position so you can ensure that the information in your application is .

19. Make the between your abilities and the job you are applying for clear.

20. Do not be too about what you can do.

all this tells your potential employers is what you were supposed to do. They do not necessarily know the specific skills you used in executing them, nor do they know what results you achieved – both of which are essential. In short, they won't know if you were the best, the worst, or just average in your position.

The more concrete information you can include, the better. As far as possible, provide measurements of what you accomplished. If any innovations you introduced saved the organization money, how much did they save? If you found a way of increasing productivity, by what percentage did you increase it?

Writing what you are trying to achieve in life – your objective – is a waste of space. It tells the employer what you are interested in. Do you really think that employers care what you want? No, they are interested in what they want! Instead, use that space for a career summary. A good one is brief – three to four sentences long. A good one will make the person reviewing your application want to read further.

Many resumes list 'hard' job-specific skills, almost to the exclusion of transferable, or 'soft', skills. However, your ability to negotiate effectively, for example, can be just as important as your technical skills.

All information you give should be relevant, so carefully consider the job for which you are applying. If you are applying for a job that is somewhat different than your current job, it is up to you to draw a connection for the resume reviewer, so that they will understand how your skills will fit in their organization. The person who reviews your paperwork will not be a mind reader.

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