Задание 9.1 - конспект и ответить на вопросы

position [pə´ziʃən] работа, должность

apply for [ə´plai] подавать заявление

letter of application = **covering letter** заявление о приеме

curriculum vitae [kə´rikjuləm vitə] = U.S. **resume** [´resju:mei] автобиография

experience [iks´piəriəns] опыт

application form [əpli´keiʃn fɔ:m] бланк заявления о приеме на работу

short list of candidates (applicants) краткий список кандидатов

interview [´intəvju:] собеседование

to hire [haiə] нанимать

recruitment agency [ri´kru:tmənt ´eidʒənsi] = **search firm** агентство по трудоустройству

series [´siəriəs] ряд

Задание 9.1

Прочитайте и переведите газетное объявление о приеме на работу и запрос/сопроводительное письмо по поводу этого объявления:

Overseas Sales Manager America

Required immediately!

(BASED IN ARGENTINA)

We are looking for someone with at least five years' experience in sales, preferably in the UK and abroad, and able to demonstrate strong leadership skills. Fluent Spanish would be an advantage.

For further information please contact Janet Andersen on 0632 223 786.

Miranda Collins
Regional Sales Manager
Park House
13 Kings Street
Manchester
M12 3PG

March 23rd, 2002

Janet Andersen
Personnel Manager
Dot . Com. Solutions Ltd
10 Waterbridge Road
Kingcross FK18 9GD

Dear Janet,

I am writing to confirm my interest in the position of Overseas Sales Manager that was announced last week. As I mentioned during our phone conversation, I would very much like to have the opportunity to work abroad again.

I am confident that I would be able to do the work of this type, as I have developed a solid customer base in my region and successfully managed our extensive sales network for a number of years. My previous work in Asia gave me a lot of experience working with a multinational team, which I think will be important in the context of this job.

I have contacted my manager to inform him of my application and he has agreed to release me from my current duties in August.

In the meantime, should you require any further information, please do not hesitate to contact me.

Yours sincerely,

Miranda Collins
Miranda Collins

overseas [ouvə´siz] за рубежом
sales manager [´seilz mænidʒə] менеджер по продаже
required [rik´waiəd] требуется
immediately [ı´mi:djetli] срочно
to look for искать
at least по крайней мере
preferably [´prefərəbli] предпочтительно
leadership skills навыки руководителя
fluent Spanish [´flu:ənt] умение бегло говорить по-испански
advantage [əd´vɑ:ntidʒ] преимущество
opportunity [´ɔpə´tju:niti] возможность
to be confident быть уверенным
to develop [di´veləp] развивать
solid [´sɔlid] прочный, солидный
base база
extensive [iks´tensiv] обширный
sales network торговая сеть
previous [´pri:vjes] предыдущий
multinational team многонациональная группа
to release from освободить от
current duties [´kʌrənt ´dju:tiz] текущие обязанности
in the meantime тем временем, между тем
should you require если вам потребуется

Ответьте на вопросы:

1. What position is Miranda Collins interested in?
2. Does she want to work abroad?
3. What was her previous place of work?
4. What did she develop there?
5. For how long did she manage the sales network?
6. Whom did she inform of her application for a new job?
7. When is she going to leave her present place of work?