

English job applications typical mistakes

Choose one of the job application mistakes below and, without saying which one it is, describe how much, when, where and why you think it is a bad idea until your partners guess which one you are talking about. Do they agree with you?

- Writing "Dear Sir or Madam" when you already know the name
- Starting with "Dear Sir or Madam" and finishing with "Yours Sincerely"
- Write "resume" at the top and then write the CV in British English
- Write the name of the company you are applying for on your CV
- Make unsupported statements about your personality
- Be too shy or modest to mention your achievements
- Blanks in your employment history
- No job references
- No reference from present employer
- A handwritten CV
- Nervous laughter
- Asking how much holiday you will get at the interview
- Asking about sick pay
- A 20 page CV
- A half page CV
- Asking no questions when you are given the chance in the interview
- Asking 20 questions when you are given the chance in the interview
- Not knowing anything about the company you are applying for
- A limp handshake
- An overly forceful handshake
- Slouching in your chair
- Avoiding eye contact