



99930459

English for Job Applications

 Todsaporn It-ngam

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 5th floor, Prayoon Jindapradit Building

About this course

English for Job Applications 3 (3-0-6)

English skills for job applications, finding jobs, reading job advertisements, writing of resumes, letters or emails for job application and job interviews

ภาษาอังกฤษสำหรับการสมัครงาน การค้นหาแหล่งงาน
การอ่านประกาศ สมัครงาน การเขียนประวัติย่อ การเขียน
จดหมายหรืออีเมลเพื่อสมัครงาน และการสัมภาษณ์งาน



Course Learning Outcomes

English for Job Applications

By the end of this course, you will be able to:

1. Read and analyze **job advertisements** related to your field of study
2. Complete job **application forms** and create an **online personal profile**
3. Create a **resume** tailored to job advertisements in your field
4. Write **cover letters** and professional messages that support your resumes
5. Develop the ability to understand and respond to **job interview** questions using professional English



Learning Contents

Unit 1 Job Advertisements

Unit 2 Job Application Forms and
Online Personal Profiles

Unit 3 Writing a Resume

Unit 4 Writing Cover Letters and
Professional Communication

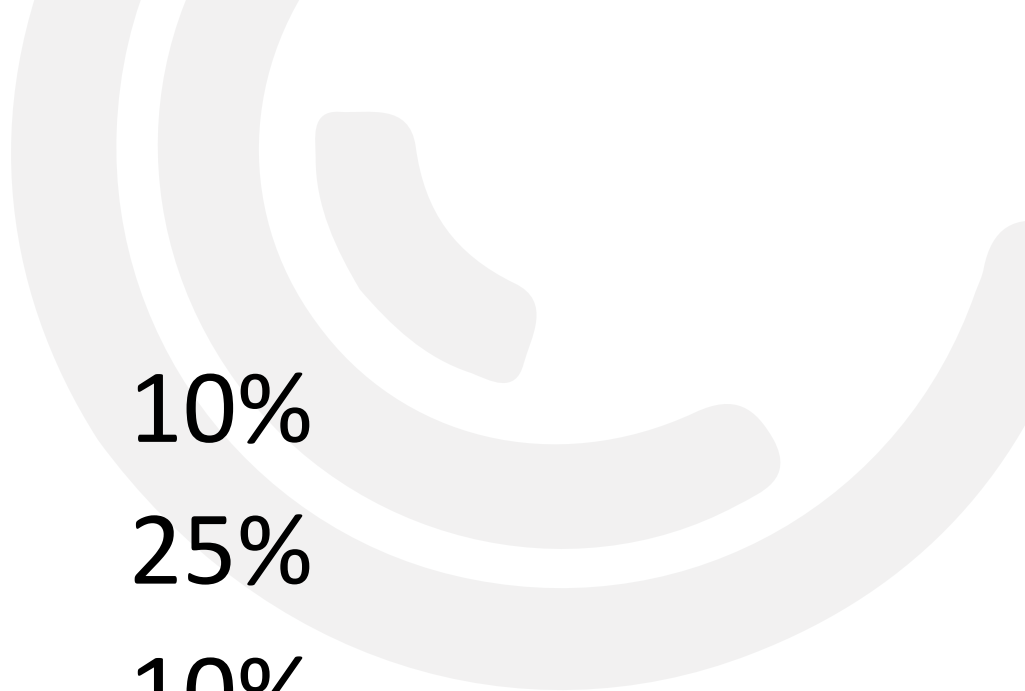
Unit 5 Job Interviewing



Assessment & Evaluation



Assessment



• Attendance	10%
• Tasks (5 units x 5 points)	25%
• Job Interview Task	10%
• Individual Project	25%
• Midterm Exam	20%
• Final Exam	20%



Evaluation

80-100

A

75-79

B+

70-74

B

65-69

C+

60-64

C

55-59

D+

50-54

D

<49

F





Learning Platforms

Learning Platform

Classroom



Tue 13:00-15:50

KB-504, KB Building

Join Team:

c1wv2cf

- E-book
- Assignments



Microsoft Teams





Join LINE

<https://line.me/r/ti/g/ukfwpxffdd>



Schedule

Week	Date	Contents	Remarks
1	25 No 25	Course Introduction	
2	2 Dec 25	Unit 1: Job Advertisements	<i>Task 1.1</i>
3	9 Dec 25	Unit 1: Job Advertisements	<i>Task 1.2</i>
4	16 Dec 25	Unit 2: Job Application Forms and Online Personal Profiles	<i>Task 2.1</i>
5	23 Dec 25	Unit 2: Job Application Forms and Online Personal Profiles	<i>Task 2.2</i>
-	30 Dec 25	(No class – New Year Holidays)	
6	6 Jan 26	Unit 3: Writing a Resume	<i>Task 3.1</i>
-	13 Jan 26	(No class – Graduation Ceremony)	
7	20 Jan 26	Unit 3: Writing a Resume	<i>Task 3.2</i>
8	3 Feb 26	Midterm Exam	

Schedule

Week	Date	Contents	Remarks
9	10 Feb 26	Unit 4: Writing Cover Letters and Professional Communication	<i>Task 4.1</i>
10	17 Feb 26	Unit 4: Writing Cover Letters and Professional Communication	<i>Task 4.2</i>
11	24 Feb 26	Unit 5: Job Interviewing	<i>Task 5.1</i>
12	10 Mar 26	Unit 5: Job Interviewing	<i>Task 5.2</i>
13	17 Mar 26	Job Interviewing Task (Day 1)	
14	...	Job Interviewing Task (Day 2)	<i>TBA</i>
15	24 Mar 26	Final Exam / Project Submission	

Individual Project Job Application Portfolio



Job Application Portfolio (25%)

- This project allows you to prepare and present your personal job application portfolio. You will practice using English in real job application situations. Follow the steps below carefully:



Job Application Portfolio

1. Choose a Job Position. Write a short explanation (about 100–150 words) about *why you are suitable for this job*.
2. Create a *LinkedIn profile* that matches the job you have chosen.
3. Write a *resume (CV)* that is tailored to the job.
4. Complete a *job application form* for your chosen position.
5. Mock *job interview* with ChatGPT. Use ChatGPT as your interviewer. Record a short video.

Rubric

Criteria	4 points (Excellent)	3 points (Good)	2 points (Fair)	1 point (Needs Improvement)
1. Job Choice & Suitability	Clear explanation; strong reasons; well-matched to your profile	Good explanation; mostly matched	Basic explanation; some connection to the job	Unclear or missing explanation; not a good match
2. LinkedIn Profile	Complete, professional, and tailored to the job	Mostly complete and appropriate	Some parts missing or too general	Incomplete or not suitable
3. Resume (CV)	Clear, well-organized, tailored to the job, few or no errors	Mostly clear and appropriate	Some errors or missing details	Unclear, unorganized, or not job-specific
4. Application Form	Fully completed, clear, and accurate	Mostly complete; some small mistakes	Several unclear or missing parts	Incomplete or very hard to understand
5. Mock Interview (with ChatGPT)	Confident, well-prepared, appropriate answers and language	Good answers; mostly fluent	Basic answers; some hesitation	Unclear or missing effort; no real practice shown

Midterm & Final Exams



Midterm Exam (20%)

Part 1	Vocabulary (U.1-U3)	7 Points
Part 2	Reading (Job Ads)	8 Points
Part 3	Writing (Resume)	5 Points



Final Exam (20%)

Part 1	Vocabulary (U.4-U5)	7 Points
Part 2	Reading (Job interview)	8 Points
Part 3	Writing (Cover letter)	5 Points





Questions & Answers

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