

Unit 4 – Are you ready for the job?

Educational qualifications and training

to attend / go to primary school / secondary school / Grammar School / Higher Technical College / Vocational College / Commercial College	Erin attends a Higher Technical College in Styria.	die Volksschule / Mittelschule / eine weiterführende Schule / ein Gymnasium / Höhere Technische Lehranstalt / Berufsbildende Höhere Schule / Handelsakademie besuchen
to attend a university (for Applied Sciences)	Anna attends the <i>University for Applied Sciences</i> in Wels and wants to finish her Bachelor's degree for Electrical Engineering next year.	eine Fachhochschule besuchen
to take the school-leaving exam (<i>equivalent to A-levels in the UK</i>)	Jason still had to take the school-leaving exam before he could apply for jobs.	die Matura machen (<i>entspricht den A-levels in Großbritannien</i>)
to graduate from ... (<i>type of school / university</i>)	Michelle graduated from a small technical college in San Francisco.	einen Abschluss an ... (<i>Schule / Universität</i>) machen
to get a Master's degree / a PhD	Nowadays, it's almost mandatory to get a Master's degree to be competitive in the academic field.	einen Masterabschluss machen / einen Dokortitel erwerben
to need an engineering degree / a mechanical engineering degree	Fiona needs an engineering degree for her chosen field.	einen Abschluss als Ingenieur/in / Maschinenbauingenieur/in benötigen
to do social skills training	To work in a school, Maisie had to do social skills training to be able to deal with some of the situations she encountered.	ein Training für soziale Kompetenzen absolvieren
to do an apprenticeship	Wren did an apprenticeship at a local construction business.	eine Lehre machen
to do on-the-job training	In some professions, it is necessary to do on-the-job training because the necessary skills are best learned by doing them.	eine Ausbildung direkt am Arbeitsplatz absolvieren
to complete language training	Before joining a team of researchers based in France, Todd completed language training to prepare himself.	eine Sprachausbildung absolvieren
to get a driver's / pilot's licence	Dona got her pilot's licence in 2022.	den Führerschein / Pilotenschein machen
to do four weeks' initial training	Before starting at our company, new employees do four weeks' initial training where they learn the basics.	eine vierwöchige Einarbeitung / Einführungsschulung absolvieren
to do behavioural training	Social workers often have to do behavioural training to become certified to work with difficult kids.	ein Verhaltenstraining absolvieren

Innovative jobs of the future

skilled labour shortage	So much emphasis has been placed on succeeding in academia in the past few years that there is now a skilled labour shortage.	Fachkräftemangel
food scientist	Food scientists create new, innovative food products every day.	Lebensmittelwissenschaftler/in
food composition	Information regarding food composition is directly involved in ensuring quality and safety.	Lebensmittelzusammensetzung / Nahrungsmittelzusammensetzung
food safety	Due to the fact that a few big companies control much of our food market, food safety has become a more important issue.	Lebensmittelsicherheit / Nahrungsmittelsicherheit

to be processed	Most of the packaged food available in Europe is processed in some way.	bearbeitet / verarbeitet / weiterverarbeitet sein
to be assigned to a project	A new intern was assigned to a project in the Engineering Department.	einem Projekt zugewiesen / zugeordnet werden
sustainable heating engineer	My cousin is a sustainable heating engineer and gives consultations on solar heaters.	Ingenieur/in für ökologische Heiztechnologien
to be learnt on the ground	With certain jobs in the hard labour sector, most of the skills are learnt on the ground.	vor Ort erlernt werden
breakthrough innovation product	Realistic and tasty vegan cheese was considered a breakthrough innovation product by the food scientists that created it.	bahnbrechende Produktinnovation
to disrupt trends	Innovative companies tend to either disrupt trends or create them.	Trends durchbrechen
to be tough to schedule	It is tough for many college students to schedule all of their commitments into one day.	schwer zu planen sein
to pass with distinction (<i>e.g. final exam, apprenticeship</i>)	Lilla passed her final exam with distinction.	mit Auszeichnung abschließen, hervorragend abschneiden (z.B. die Abschlussprüfung, die Lehre)
to diagnose faults	Matthew called for a team meeting to diagnose faults in the new version of the app.	Fehler diagnostizieren
to enjoy the collaboration with someone	We enjoyed the collaboration with the neighbouring architecture firm; everyone learned something new and met new people in the field.	die Zusammenarbeit mit jemandem genießen
Working remotely		
to call somebody back to the office	Fabian called Mara back into the office for an in-person meeting so she could see if she missed anything while she was working from home.	jemanden ins Büro zurückbeordern / zurückrufen
to offer work-from-home options	More and more employers offer work-from-home options to help their employees be a bit more flexible.	Möglichkeiten für Home-Office anbieten
to crave more in-person time with one's team	Many people find themselves craving more in-person time with their team if they spend too much time just communicating via email.	sich nach mehr persönlicher Zeit mit dem eigenen Team sehnen
to ask too much of an employee / worker	Leopold Jr. asks too much of his assistant; the poor guy never gets a break from taking personal calls for his boss!	zu viel von einem Angestellten/einer Angestellten / einem Arbeiter/ einer Arbeiterin verlangen, Angestellte und Arbeiter/innen überfordern
to feel overworked and exhausted	Members of short-staffed teams often feel overworked and exhausted because there is simply too much work for the number of people available.	sich überlastet / überarbeitet und erschöpft fühlen
to struggle to balance work life with one's private life	Amelia struggles to balance work life with her private life; she always has to decline party invitations to finish up work projects.	Schwierigkeiten haben, das Arbeitsleben mit dem Privatleben in Einklang zu bringen
to have difficulties feeling engaged and excited about work	Janet has difficulties feeling engaged and excited about work when she feels like her ideas aren't being taken seriously.	Schwierigkeiten haben, sich der Arbeit verpflichtet zu fühlen und sich dafür zu begeistern
to take its toll on workers and big companies	The majority of employees working at home during the pandemic took its toll on workers and big companies.	den Arbeitnehmern/ Arbeitnehmerinnen und großen Unternehmen viel abverlangen

to desire some type of flexible work options in the future	Many college graduates desire some type of flexible work options in the future or at their next jobs.	sich für die Zukunft flexible Arbeitsmöglichkeiten wünschen
to lack interaction and team skills	Our boss lacks interaction and team skills; he doesn't know how to communicate well in person.	an Interaktions- und Teamfähigkeit mangeln, Interaktions- und Teamfähigkeit vermissen lassen
How to get the job		
to get across one's passion and drive	At his interview at the sustainable outerwear company, Joel wanted to get across his passion and drive for creating affordable and high-quality outdoor gear.	die eigene Leidenschaft und Motivation rüberbringen / vermitteln können
to make a paper CV redundant	Online options for applying to job listings make a paper CV redundant in many cases.	einen Lebenslauf auf Papier überflüssig machen
to make clear what one can contribute to the future employer's business	It's important to sell yourself and make clear what you can contribute to the future employer's business.	deutlich machen, was man zum Unternehmen des zukünftigen Arbeitgebers/der zukünftigen Arbeitgeberin beitragen kann
to tailor one's CV to the position one applies for	Emre had tailored his CV to the post he was applying for to stand out from the rest of the applicants.	den Lebenslauf an die Stelle anpassen / auf die Position zuschneiden, für die man sich bewirbt
to highlight the relevant aspects	Hugo highlights the relevant aspects of his job experience when asked during a new job interview.	die relevanten Aspekte hervorheben
to stick to modern, easy-to-read fonts	Riko sticks to modern, easy-to-read fonts when she redesigns her CV for a new position.	moderne, leicht lesbare Schriftarten verwenden
to not cram one's experiences onto one page	Joshua doesn't cram his experiences onto one page so his CV looks less cluttered and is easier to read.	die Erfahrungen nicht auf einer Seite zusammenpferchen / auf eine Seite stopfen
to get shortlisted	Fatima got shortlisted for the for the post of Assistant Customs Officer.	in die engere Wahl / Auswahl kommen
to use social media to get a more well-rounded view of an applicant	When Cassie's uncle hires new workers, he uses social media to get a more well-rounded view of an applicant and to see if they'd be a good fit for his team.	soziale Medien nutzen, um sich ein umfassenderes Bild von einem Bewerber/einer Bewerberin zu machen
to keep a CV short and concise	Juho keeps a CV short and concise so that he can easily adapt it.	einen Lebenslauf kurz und prägnant halten
Personal qualities		
to be a team player	Almost everyone would say that they are a team player during job interviews, even though not everyone enjoys working with a group.	teamfähig sein
to be ambitious	André is very ambitious – he wants to be a millionaire before he turns 30!	ehrgeizig sein
to be analytical	Yasmin and her business partner are very analytical and calculated about every decision they make.	analytisch sein
to be articulate	James is remarkably articulate; he's always able to say precisely what he means.	wortgewandt sein
to be committed	Ivana is committed to helping anyone on the team who is having a hard time with the software.	engagiert sein
to be creative	Rosa is creative; she always has great ideas for the layout of the company newsletter.	kreativ sein
to be diplomatic	It's advantageous to have a boss who is diplomatic and has the interests of the whole team in mind.	diplomatisch sein

to be enterprising	Paula always takes on new projects; she's so enterprising!	unternehmungslustig sein
to be enthusiastic	Stephanie is enthusiastic about her new start-up idea; she can't wait to share it with her friends.	begeisterungsfähig / enthusiastisch sein
to be flexible	Hal is pretty flexible about when he comes into the office on Wednesdays, but on Mondays, he has a very strict schedule.	anpassungsfähig / flexibel sein
to be hard-working	Liesel is hard-working; she always stays late if there's an urgent project that needs to be finished.	fleißig / hart arbeitend sein
to be highly motivated	Eliška is highly motivated when it comes to starting projects, but has more trouble finishing them.	hoch motiviert sein
to be innovative	Our IT team is really innovative; they're always improving our company's communication systems.	erfinderisch / innovativ sein
to be motivated by challenge	Marco is motivated by challenge and always volunteers to take on the most difficult projects at work.	durch Herausforderungen motiviert sein
to be proactive	Lena called the supply company before we even needed to reorder materials; she is so proactive.	initiativ / proaktiv / vorausschauend sein
to be resourceful	Chloe is a very resourceful artist; she once made a picture frame out of clothes hangers.	einfallsreich / erfinderisch sein
to be results-oriented	Many employers are results-oriented, they are focused on concrete outcomes for their companies.	ergebnisorientiert sein
to be sensitive	Jenna is incredibly sensitive to the feelings of others and knows immediately if something is wrong.	einfühlsam / sensibel sein
to be supportive	My supervisor is supportive; even when I make a mistake, she doesn't get angry, but helps me do it better next time.	unterstützend sein
to be tactful	It was tactful of Ines not to criticise me in front of my boss.	taktvoll sein
to be versatile	Camille's skills are versatile; she can help you figure out almost anything that's going on with your computer.	vielseitig sein
Work skills		
to be a problem-solver	If you work with machines, you are almost certainly a natural problem-solver.	ein Problemlöser/eine Problemlöserin sein
to be a strategic thinker	Sydney is a strategic thinker and always comes up with the most efficient way to get a task done.	ein strategischer Denker/eine strategische Denkerin sein, strategisch denken können
to be able to assess situations quickly	Helen is able to assess situations quickly and efficiently help whoever is in need.	Situationen schnell beurteilen / einschätzen können
to be able to motivate others	Kendra is always able to motivate others in the office; her pep-talks are legendary.	die Fähigkeit besitzen, andere zu motivieren
to be able to work independently	Ian was able to work independently if he knew there was a deadline approaching quickly.	selbstständig arbeiten können
to be an efficient researcher	Kate is an efficient researcher; her professor always told her to find the necessary scientific literature he needed.	ein effizienter Forscher/eine effiziente Forscherin / Forscher/in sein
to be an excellent time-keeper	Kevin is an excellent time-keeper; he lets us know when we're approaching a deadline or when we need to hurry up with a project proposal.	sich durch eine hervorragende / exzellente Zeiteinteilung auszeichnen

to be good at managing conflict	Team members who are good at managing conflict are more productive than those who can only argue.	gut im Lösen von Konflikten sein, gut mit Konflikten umgehen können
to be good at multi-tasking	Waitresses and waiters are good at multi-tasking because there are always a million things happening at once at a restaurant.	gut im Multitasking sein
to deal confidently with customers	Workers in the hospitality or restaurant business pride themselves on dealing confidently with customers.	selbstsicher mit Kunden/ Kundinnen umgehen
to have good communication skills	When you work with a team, you need to have good communication skills and be able to convey what needs to be done.	gute Kommunikationsfähigkeiten haben
to have strong organisational skills	Maya has strong organisation skills; that woman has a calendar on her desk with every single task for the next month written on it!	gute organisatorische Fähigkeiten haben
to keep to deadlines	One of the highest priorities for our first company was keeping to deadlines that we'd set for ourselves.	Abgabetermine / Termine / Fristen einhalten
to pay attention to detail	An editor pays attention to detail as part of his or her job.	auf Details achten
to work well under pressure	Many successful people work well under pressure because they are able to act when others might be too careful.	belastbar sein, mit Arbeitsdruck gut zurechtkommen
to work well with others	Sophie works well with others because she grew up in a big family and is good at negotiating.	gut mit anderen zusammenarbeiten

Writing an email of application

I am writing to you regarding a job advertisement I saw on / in ...	Ich schreibe Ihnen wegen einer Stellenanzeige, die ich auf / in ... gesehen habe.
I am really interested in applying for the position of ... / the two-month internship.	Ich bin sehr daran interessiert, mich für die Stelle des/der ... / das zweimonatige Praktikum zu bewerben.
As a student at / graduate of a Higher Technical / Vocational College specialising in ..., I believe I am a strong candidate.	Als Student/in / Absolvent/in einer Höheren Technischen Lehranstalt / Berufsbildenden Höheren Schule mit der Fachrichtung ... , glaube ich, dass ich ein guter Kandidat/eine gute Kandidatin bin.
I am the right person to do the job / internship, as I have been working / attending ...	Ich bin die richtige Person für diese Stelle / das Praktikum, da ich seit ... arbeite / besuche.
You specify that you are looking for someone who ...	Sie geben an, dass Sie jemanden suchen, der/die ...
In particular, I can offer a range of technical skills / business skills and qualifications, for example ...	Insbesondere kann ich eine Reihe von technischen Fertigkeiten / kaufmännischen Fertigkeiten und Qualifikationen vorweisen, wie zum Beispiel ...
Furthermore, I have got extensive experience in this field.	Darüber hinaus verfüge ich über umfangreiche Erfahrungen in diesem Bereich.
I consider myself a well-trained and highly-qualified candidate, as ...	Ich halte mich für einen gut ausgebildeten und hochqualifizierten Kandidaten/eine gut ausgebildete und hochqualifizierte Kandidatin, zumal ...
In addition to the above-mentioned work skills, I believe ...	Zusätzlich zu den oben genannten fachlichen Fertigkeiten / Qualifikationen, glaube ich ...
I hope you will give my application serious consideration.	Ich hoffe, dass Sie meine Bewerbung ernsthaft in Betracht ziehen werden.
Thank you for considering my application.	Ich danke Ihnen für die Berücksichtigung meiner Bewerbung.
I look forward to hearing from you at your earliest convenience.	Ich freue mich, so bald wie möglich von Ihnen zu hören.