

Le monde professionnel (CV, entretien)

Parler des métiers, présenter un CV, décrire ses qualités et son expérience, et candidater à un job en anglais.

1 Jobs

- **be + a / an + métier** : *She's a nurse. He's an engineer.*
— article obligatoire ; *an* devant un son de voyelle (*an hour*, mais *a university*).
- *What do you do (for a living)?* = quel est votre métier ?
- Verbe + **-er / -or** : *designer, translator, baker, actor.*
- **a job** (dénombrable) ≠ **work** (indénombrable) ; **a career**.

2 The CV

- *personal details, education, qualifications, work experience, skills, languages, interests, references.*
- **a cover letter** = lettre de motivation ; US : *a résumé*.
- **a work placement / an internship** = un stage (jamais « a stage »).
- **experience** indénombrable : *a lot of experience.*
- *a part-time / full-time job, a summer job, a degree, fluent in.*

3 Qualities and skills

- Qualité = **be + adjectif** : **hard-working, reliable, organised, punctual, patient, outgoing, creative, flexible, a team player.**
- Compétence = **can + BV / be able to + BV / be good at + V-ing.**
- **interested in + V-ing** ; *I am **motivated*** (pas motivating).
- **a strength / a weakness.**

4 Work experience

- **Prétérit** + marqueur : *last summer, in 2025, two years ago, for three weeks.*
- *worked as, did a placement, had, learnt, ran, dealt with, was in charge of, looked after, served customers.*
- **to earn money** ≠ **to win** a match.

5 Interview and application

- *Tell me about yourself. / Why do you want this job? / What are your strengths and weaknesses? / Do you have any experience? / When can you start?*
- **to apply for** a job ; **an applicant** ; **an application** ; **a job advert.**
- **to hire** ≠ **to fire / to sack** ; *a salary, wages, working hours, a shift, available.*
- Lettre : *I am writing to apply for... / Please find attached (enclosed) my CV. / I look forward to **hearing** from you.*
- *Dear Mrs Kaur → Yours sincerely ; Dear Sir or Madam → Yours faithfully.*

L'ESSENTIEL

- Un métier se dit toujours avec l'article : *She is a doctor, he is an engineer.*
- CV = *personal details, education, work experience, skills, languages, interests + cover letter ; stage = work placement.*

- Qualités avec **be + adjectif** ; compétences avec **can + BV** ou **good at + V-ing.**
- L'expérience passée se raconte au prétérit avec un marqueur de temps.
- To apply for a job ; I look forward to hearing from you ; Yours sincerely / faithfully.*