

Job Hunting: A Job Application

Looking for a job isn't easy. At least, *getting* a job isn't easy. There are a lot of Internet search engines to help you, but they only help you find jobs, not get them. A bit part of getting a job is how you present yourself to the company you're interested in.

The first step in presenting yourself to the company is your '**application**.' Your application can be an email, very often it's a paper letter, but it's always written. In the application you tell the company that you're interested in the job, and you tell the company why you are the right person for the job.

Applications will change from one job to the next, but the vocabulary stays the same. When you send a company your application, you **apply** for the job. And that makes you a job **applicant** or a job **candidate**. The company will look through the applications to decide which candidates to invite to a **interview**, and then they will (or, *should*) give the job to the best applicant for the job. In other words, they will **hire** the best applicant.

That's a short version of the process that's common in the U.S. and in Germany. Is it also common in your country, or do you use a different system? Do you think that companies usually hire the best applicants for a job, or do you think that they make their decisions differently?