

IELTS Listening Lesson 11

Setting:

A student visits the university's career center to get advice from a career advisor about job hunting, identifying skill gaps, and improving their CV.

Questions 1–6: Sentence Completion

Complete the sentences below.

Write NO MORE THAN THREE WORDS for each answer.

1. The student is aiming to work in the field of _____.
 2. The student's internship involved scheduling posts and doing some _____.
 3. The advisor recommends using _____ to measure future contributions.
 4. To improve skills, the advisor suggests taking _____.
 5. The student is advised to use _____ instead of vague verbs in the CV.
 6. The advisor suggests omitting references from the CV and instead writing _____.
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Questions 7–10: Multiple Choice

Choose the correct letter, A, B, or C.

7. What was the advisor's feedback on the student's personal statement?
A. It was too long and detailed

- B. It was not specific enough
 - C. It was not written in proper English
8. How does the advisor suggest tailoring a CV for each job?
- A. Rewrite the entire document
 - B. Highlight personal interests
 - C. Adjust certain sections and wording
9. Why should the student include part-time retail jobs?
- A. They show strong academic ability
 - B. They demonstrate useful soft skills
 - C. They meet the job's technical requirements
10. What final piece of advice does the advisor offer?
- A. Apply to as many jobs as possible
 - B. Focus only on digital marketing roles
 - C. Be prepared and stay persistent
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Script

Career Advisor: Thanks for coming in today. What would you like to focus on during our session?

Student: I'm mainly trying to figure out how to improve my CV and better prepare for applying to jobs after graduation. I feel like I'm not standing out.

Career Advisor: That's a very common concern. Before we dive into your CV, can you tell me what kind of job or industry you're aiming for?

Student: I'd like to work in digital marketing, ideally with a focus on content strategy or social media management.

Career Advisor: Great. That's a growing field, and your degree in communications fits well. Have you already had any relevant experience?

Student: I did a three-month internship at a small marketing firm last summer. I helped schedule posts and did some basic analytics. But I'm not sure if that's enough.

Career Advisor: That's a strong start. You'd be surprised how much internships can count, especially if you present them effectively on your CV. Did you track any results from your work?

Student: Not really. I didn't think to note anything specific.

Career Advisor: That's okay. Next time you work on a project, try to quantify your contributions—like increased engagement or traffic. But for now, we can phrase things in a results-oriented way even without exact numbers.

Student: Got it. What about skills? I know some job listings mention SEO and data analysis. I haven't had formal training in those.

Career Advisor: That's where identifying skill gaps comes in. You can take free online courses—many employers accept that as valid experience these days. Sites like Coursera or LinkedIn Learning have beginner-friendly SEO modules. Would you be willing to complete one in the next month?

Student: Definitely. I didn't realize self-study was so widely accepted.

Career Advisor: It is—especially when you list it properly on your CV and can discuss it in interviews. Now, let's look at your current CV. May I?

Student: Sure, here it is.

Career Advisor: Okay, the format is clean, which is great. But I notice your personal statement is a bit generic. "Motivated student seeking a challenging role" doesn't say much. Try tailoring it to the specific industry or job.

Student: Like what?

Career Advisor: For example: "Final-year communications student with hands-on experience in digital marketing, seeking an entry-level role to contribute content strategy and analytical insight." That gives a clearer picture and uses industry-specific terms.

Student: That sounds much better. I'll change it.

Career Advisor: Also, under your work experience, be sure to use strong action verbs—"managed," "created," "coordinated." Passive phrases like "helped with" don't show initiative as strongly.

Student: Okay, so instead of "helped with social media," I could say "managed daily social media scheduling"?

Career Advisor: Exactly. That sounds more professional and gives a better sense of responsibility. Let's also look at your skills section. You've listed

“teamwork” and “communication,” which are important, but how about technical tools? Any experience with platforms like Google Analytics or Canva?

Student: Yes, I used Canva to design some Instagram posts, and I’ve looked at Google Analytics reports, though I didn’t generate them myself.

Career Advisor: That still counts. You can write “familiar with Google Analytics” and “proficient in Canva for digital content.” Don’t undersell your skills.

Student: Thanks. What about references? Should I list them on the CV?

Career Advisor: No need. Just write “References available upon request.” That’s the standard now and saves space.

Student: Okay. And what’s the best way to tailor my CV for different jobs? Should I be rewriting the whole thing every time?

Career Advisor: Not the whole thing—just adapt the summary statement and rearrange your experience to highlight what’s most relevant for that specific role. You might also tweak some wording to mirror the job description.

Student: That makes sense. What about cover letters? Do I really need one?

Career Advisor: Yes, unless the job specifically says not to include one. It gives you the chance to explain why you’re a great fit and shows your writing skills. Keep it short, one page, and make sure it’s tailored—just like the CV.

Student: I’ve never written a cover letter before. Are there any examples?

Career Advisor: We have samples in our online career resources portal. I can email you the link. There's also a guide for writing strong CVs and practicing for interviews.

Student: That would be great. One more question—should I include part-time jobs like my retail position?

Career Advisor: Absolutely. They demonstrate soft skills like customer service, time management, and reliability. Just make sure to frame them in a way that connects to transferable skills.

Student: Got it. I feel a lot more confident now.

Career Advisor: I'm glad to hear that. Would you like to schedule a follow-up session in a few weeks, after you've updated your documents and perhaps completed that online SEO course?

Student: Yes, I'd like that. I'll try to get those things done soon.

Career Advisor: Excellent. Keep in mind—job searching takes time and effort, but preparation makes all the difference. You're already on the right track.

Student: Thank you so much for all the help.

Career Advisor: You're very welcome. Best of luck—and don't hesitate to reach out if you need anything else.

Answer Key

- 1 digital marketing
- 2 basic analytics
- 3 specific results
- 4 online courses
- 5 strong action verbs
- 6 references available upon request
- 7 B
- 8 C
- 9 B
- 10 C