4 **Complete the letter of application, using the correct form of the words in brackets.**

Dear Sir/Madam

I **(1)** recently (*recent*) saw your advertisement on the website and I am interested in the **(2)** _____ (*vacant*) for assistant manager in your hotel restaurant. I attach an **(3)** _____ (*apply*) form.

I have worked in the **(4)** _____ (*cater*) industry for several years and I am **(5)** _____ (*passion*) about good food. I have several **(6)** _____ (*profession*) qualifications and enjoy working with people. I am also **(7)** _____ (*rely*), efficient and hard-working.

I have just finished a **(8)** _____ (*train*) course at the local college in administration, because I am very **(9)** _____ (*enthusiasm*) about having a career in the hotel business. I can provide you with excellent **(10)** _____ (*refer*) from my previous employers.

Yours faithfully

Anya Piekarski

3.1 ▶61 **Listen to some people talking about work. Write ✓ for people who have a job and ✗ for people who don't have a job.**

1 ✗ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

3.2 ▶61 **Listen again and answer these questions.**

1 Two people decided to leave their jobs. What do they say? _____

_____

2 One person had to leave their job. What does he/she say? _____

3.3 **Complete these sentences from the recording with *work, job* or *career*. Listen again if you need to.**

1 I'm trying to change career and I'm looking for _____ as a teacher.

2 I've just applied for a _____ at the theatre.

3 I had a long _____ in the police force.

4 I do four long days, which is very hard _____.

5 The journey takes an hour each way so I don't have time to do much after _____.

6 I gave up my _____ as a chef a year ago and I'm still out of _____.

7 I'm going to get some unpaid _____ experience soon in an agency.

8 I was promoted last week so that's very good for my _____.

ERROR WARNING

Occupation is formal and is usually only used on forms:
I enjoy my job. (**not** ~~*I enjoy my occupation.*~~)

LIVEWORKSHEETS