A Match the two parts of each sentence. Write the letters a–f.

1. Employers like applicants who _____
2. Applicants should show that they are good at _____
3. Make sure you've done your homework on a company _____
4. If a candidate has training in a specialized area, _____
5. A résumé should highlight _____
6. If you have ideas about ways to save money for a company, _____

a. making progress and achieving goals on a project.
b. the résumé should clearly highlight it.
c. describe them in the interview.
d. show interest in the company and not just in the job itself.
e. before you submit an application.
f. the skills and knowledge a candidate has acquired in school or at another job.

B Complete the advice column from a career website. Use the correct form of the verbs in the box.

achieve	follow	make	show
face	have	meet	✔ submit

You have submitted an application, and the company has called you in for an interview. Now what? Here are a few tips to help you answer the tough questions and stand out from the crowd.

- "What are your strengths?" This is a popular question. Emphasize your ability to _____ deadlines, _____ the company money, and beat the competition with creative ideas. Give examples.
- "What are your weaknesses?" Always answer this in a positive way. Give an example of a weakness, explain how you deal with it, and show your willingness to _____ advice.
- "Why should we hire you?" This is an opportunity to highlight any training you _____. It is also important to describe how you can collaborate with others to _____ goals.
- "Do you have any questions?" Always have at least one question ready to ask the interviewer. Make sure you have done your homework before the interview, and ask intelligent questions about the company and the job. You are probably _____ stiff competition, and this _____ your interest in the company.

At the end of the interview, thank the interviewer and ask for a business card. Don't forget to follow up a few days later with a thank-you email.

LIVEWORKSHEETS

WORKING LIVES

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A Complete the conversation with a correct form of the nouns given. Add *a/an* or make the noun plural, where necessary.

Macy Hey, Jack, could you help me with something, please? I need _____ (advice)!

Jack Sure. What's up?

Macy Well, I'm putting together _____ (application) for a job as a personal assistant, and I need _____ (feedback) on my résumé. I wonder if you could give me some _____ (comment).

Jack OK, let me see. Well, you've got _____ (information) here about your last job at the clothing store, but there's not much here about the _____ (training) you've had as a receptionist. I think that's more important.

Macy Yeah, I guess that *is* _____ (detail) I could add. Receptionists and personal assistants do similar _____ (job). I mean, they do similar types of _____ (work).

Jack Have you talked to anyone who is _____ (personal assistant)? In the interview, you'll need to show that you have some _____ (knowledge) of the job.

Macy Yeah, I got _____ (help) from _____ (counselor) at an agency. She was really nice.

Jack Great. Well, it sounds like you're all set, then.

B Complete the sentences with the correct simple present form of the verbs.

1. Today, more and more highly qualified candidates _____ for low-level jobs. (apply)
2. A lot of work experience _____ always necessary to land your dream job. (not be)
3. The research you do _____ an employer that you're interested in the company. (show)
4. Be sure all the relevant information about your jobs _____ on your résumé. (appear)
5. A lot of graduates from my school _____ careers in education. (choose)
6. Specialized knowledge _____ often necessary for jobs in science and engineering. (be)

C Complete the questions with a correct form of the nouns and verbs given. Then answer the questions with information that is true for you.

1. What personal _____ (information) _____ (be) appropriate on a résumé?

_____

2. Who have you asked for help with your résumé? What _____ (feedback) _____ (be) the most helpful?

_____

3. What _____ (be) some of your most important career _____ (goal)?

_____

4. What special _____ (knowledge) _____ (be) necessary to do your dream job?

_____

5. What _____ (training) _____ (be) required for careers you're interested in? Or _____ (be) there any special _____ (training)?

_____

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