

**29.1 Underline the correct word/s in italics.**

- 1 Your *skills* / *experience* refers to your abilities – things you can do well as a result of practice. Examples include using a particular piece of software, speaking English, or being a good negotiator.
- 2 Your *skills* / *experience* refers to the knowledge you get by doing a particular job or activity. Examples include time spent in a particular industry, or working in a particular market.
- 3 A / An *applicant* / *candidate* is anybody who has sent a CV in response to a job advertisement.
- 4 A / An *applicant* / *candidate* is somebody who is being actively considered for the job.

**29.2 Complete the sentences with the words in the box. Not all the words appear opposite.**

*apply applicants application closing date cover letter  
entry-level experience qualifications position  
rates rejected updated vacancy*

- 1 At the bottom of this job description it says 'Previous applicants need not apply'. I suppose that means your CV has already been looked at and \_\_\_\_\_.
- 2 Employers always want people with lots of \_\_\_\_\_ – but how do you get it in the first place? I suppose you have to find an \_\_\_\_\_ job, but they are not very well paid.
- 3 I've filled in dozens of \_\_\_\_\_ forms, but no-one has called me for interview.
- 4 This candidate looks promising – their \_\_\_\_\_ include an MBA from INSEAD.
- 5 Look at this ad for an Office Administrator. It's only a temporary position but it says here 'good \_\_\_\_\_ of pay'.
- 6 I've just \_\_\_\_\_ my CV. Can you have a look at it and give me some feedback? It needs to be done soon – the \_\_\_\_\_ for applications is this Friday.
- 7 There's a great job on this job search website. It says at the bottom 'Please \_\_\_\_\_ by email with \_\_\_\_\_ and full CV'. I'm going to do that.
- 8 The word \_\_\_\_\_ is a formal way of saying 'job'. The word \_\_\_\_\_ means 'a job that is available'.

**29.3 Cross out the one verb with a different meaning.**

The company is *hiring* / *interviewing* / *recruiting* / *taking on* new staff.

**29.4 Fill in the missing letters.**

The Human Resources Department is responsible for recruit \_\_\_\_\_ and select \_\_\_\_\_.

**29.5 Complete the sentences with the verbs in the box.**

*apply for call you for fill in / out matches  
register with replied to search*

- 1 Looking for a job is often called job \_\_\_\_\_ *search*.
- 2 If you \_\_\_\_\_ a job (or a place at university), you make a formal request for it.
- 3 Online recruitment agencies often have their own specific application forms which you \_\_\_\_\_.
- 4 It's a good idea to \_\_\_\_\_ several online job sites. Some of them will even send you an email alert if a job appears that \_\_\_\_\_ your profile.
- 5 I \_\_\_\_\_ that job advertisement you showed me but I never heard anything.
- 6 After sending your CV you hope that the company will \_\_\_\_\_ interview.

**29.6 Complete this cover letter (sent as an email) with the words in the box.**

*attached background candidate  
challenges high-pressure interpersonal  
involved notice reference running*

I am writing with <sup>1</sup> *reference* to your advertisement on the job search website. My <sup>2</sup> \_\_\_\_\_ is in operations management in the hotel sector and I am currently Assistant Operations Manager at a prestigious hotel in Geneva. I support the OM in ensuring the smooth day-to-day <sup>3</sup> \_\_\_\_\_ of the hotel.

As you can see from the <sup>4</sup> \_\_\_\_\_ CV I have wide experience in hotel booking systems, collecting payments and handling money, managing housekeeping staff, and buildings maintenance. I am also actively <sup>5</sup> \_\_\_\_\_ in the organization of events, weddings and private dining on a weekly basis. I work well in the <sup>6</sup> \_\_\_\_\_ environment of a busy hotel and have excellent <sup>7</sup> \_\_\_\_\_ skills.

I feel I would be an ideal <sup>8</sup> \_\_\_\_\_ for this position as I am ready to move up to manager level and look forward to the new <sup>9</sup> \_\_\_\_\_ that the increased responsibility will bring.

I am available for interview at any time, but require some advance <sup>10</sup> \_\_\_\_\_ in order to arrange my work shifts.

I look forward to hearing from you.

Celine Perez

See page 147 for some discussion topics.