

Read the text and complete the gaps using words from the word bank.

Some words may be used more than once.

job · occupation · work · employment · profession

skills · qualities · qualifications · experience

task · course · duty

employer · employee · colleague · assistant · clerk · officer · attendant

Finding stable _____ nowadays is not easy, especially for young people who are just starting their careers. Many graduates apply for dozens of positions before finally getting a _____. While some people choose a specific _____ early in life, others change their _____ several times before finding what truly suits them.

In today's labour market, _____ alone is not always enough. Employers often look for practical _____ as well as personal _____ such as responsibility and adaptability. Even candidates with strong academic _____ may struggle if they lack real-life _____ in the workplace.

During the first months of a new position, an _____ usually receives basic training and is given simple responsibilities. At first, their main _____ might be answering emails or organising documents. Over time, these tasks become part of their daily _____, and expectations increase.

A supportive _____ plays an important role in professional development. When managers encourage learning, employees are more motivated to improve their _____ and grow within their _____. In many companies, teamwork is essential, and good relationships with each _____ help create a positive working environment. In some workplaces, people start their careers in entry-level roles. For example, someone may begin as a shop _____, a hotel _____, or an office _____. Others might work as an _____ to gain insight into how a company functions. In public services, a trained _____ is responsible for maintaining order and safety.

Sometimes, employees decide to take a professional _____ to improve their knowledge or prepare for promotion. While studying, they continue to balance _____ responsibilities with education. For many people, this period becomes valuable _____ that shapes their future career.

Ultimately, whether a person views their work as just a _____ or as a long-term _____ depends on motivation, opportunities, and personal goals.