

Student: \_\_\_\_\_ Group: \_\_\_\_\_

**1. Read the definitions and decide which one defines RESUMÉ, CV, COVER LETTER.**

- a) It provides a summary of your education, work history, credentials, accomplishments, skills. Americans call it this way. \_\_\_\_\_
- b) It is a one-page document included in your job application. It gives additional information about your qualifications. \_\_\_\_\_
- c) It is a document that includes an individual's entire career, academic achievements, research, professional experience, publications. Europeans call it this way. \_\_\_\_\_

**2. Read the sentences and complete them with the following words.**

APPLY / INTERVIEW / APPLICATION / DEAL WITH / ATTACHED / LOOK FORWARD TO / INTERVIEW/ DUTIES /SKILLS/ KNOWLEDGE /ADVERTISEMENT/AVAILABLE

- 1. I want to \_\_\_\_\_ for the position of sales manager.
- 2. Computer \_\_\_\_\_ are required for this job.
- 3. In my previous job, my \_\_\_\_\_ involved organizing special events.
- 4. Please, find my \_\_\_\_\_ CV in the e-mail.
- 5. I read \_\_\_\_\_ for the post of manager in the newspaper.
- 6. I \_\_\_\_\_ having my job interview.
- 7. I completed my job \_\_\_\_\_.
- 8. It is difficult to \_\_\_\_\_ people every day.
- 9. There are no vacancies \_\_\_\_\_ this week; maybe next month.

**3. Order the steps the application process involves.**

- \_\_\_\_\_ Your interview is successful
- \_\_\_\_\_ You send your application
- \_\_\_\_\_ They contact you and offer you the job
- \_\_\_\_\_ The company reads your application, thinks you could be the right person and contacts you for an interview.
- \_\_\_\_\_ You read an advertisement in which a company looks for a Human Resources Manager
- \_\_\_\_\_ You accept and start working for them
- \_\_\_\_\_ You go the interview

**4. Fill the gaps in this CV with the correct information from the box.**

Address	Mobile	Day of birth	Work experience	References
Email	Skills and interest	Education	Languages	

**CV – Martin Luke Moore**

_____ : 26 August 1997	_____ : 94 Albion Street, Birmingham, B23 2TF
_____ : <a href="mailto:Mooro@myworld.com">Mooro@myworld.com</a>	_____ : 0778 445 288
_____ : Cashier at a large supermarket	_____ : French – A2, German – A2
_____ : Mountain biking, drawing and computer programming	
_____ : Mr Williams, Albion High School, Park Drive, Birmingham	
_____ : 7 GCSEs including English, maths and science	

**5. Put the parts of the email in the correct order.**

- \_\_\_\_\_ Best regards,
- \_\_\_\_\_ I look forward to hearing from you soon about a possible job interview.
- \_\_\_\_\_ Please see my attached CV for more information about my qualifications and experience.
- \_\_\_\_\_ Charles Smith
- \_\_\_\_\_ Dear Mr. Brown,
- \_\_\_\_\_ I'm writing with regards to the position of lead engineer you advertised on your website. I have many of the qualifications you are looking for and am interested in applying for the above job.
- \_\_\_\_\_ I have a Master's in Engineering and ten years' experience leading an engineering project based in Dubai. I have the ability to work under pressure and excellent problem-solving skills.

5. Read the following invitation to a job interview and circle the correct answer.

**Reading text:** An invitation to a job interview

**To:** Grace Yang

**Date:** 6 September

**Subject:** Invitation to job interview

Dear Grace,

Thank you for your application for the position of sales manager.

We would like to invite you for an interview at 10 a.m. on Monday 21 September at our offices at The Shard, 32 London Bridge Street, London. You will meet with our head of sales, Susan Park, and the interview will last for about 45 minutes. During this time, you will have the opportunity to find out more about the position and learn more about our company.

Please bring your CV and references to the interview. You will also need to show a form of ID at reception to receive a visitor's pass. Please ask for me as soon as you arrive.

If you have any questions or if you wish to reschedule, please call me on 555-1234 or email me by 12 September.

I look forward to meeting you.

**Write the correct answer in the square.**

1. What job did Grace apply for?

- a. Head of sales
- b. Sales manager
- c. Sales assistant
- d. Human resource assistant

2. When is the job interview?

- a. 6 September
- b. 12 September
- c. 21 September
- d. 22 September

3. How long will the interview take?

- a. Under an hour
- b. Just over an hour
- c. Over two hours
- d. A day

4. What does Grace need to bring to the interview?

- a. Her CV
- b. Her references
- c. Her ID
- d. All of the above

5. Who should Grace ask for at reception?

- a. The reception manager
- b. Susan Park
- c. Anna Green
- d. Grace Yang

6. What can Grace do if she wants to change the interview date?

- a. Go to the reception on 12 September
- b. Call Anna Green on 10 September
- c. Email Anna Green on 15 September
- d. Meet Susan Park for a coffee on 21 September