

## A job interview

- 1- Complete the two adverts with these words.

applicants   application   contact details  
CV   description   position   recruit   salary

We are a large and growing organisation and would like to <sup>1</sup> \_\_\_\_\_ three people for the positions of sales representative. We will provide full training and a competitive <sup>2</sup> \_\_\_\_\_ with the opportunity for overtime. Email [info@hgmsales.com](mailto:info@hgmsales.com) for an <sup>3</sup> \_\_\_\_\_ form and a full job <sup>4</sup> \_\_\_\_\_.

The Royal Hotel has a new <sup>5</sup> \_\_\_\_\_ for a trainee-manager. Any interested <sup>6</sup> \_\_\_\_\_ should write to us with a <sup>7</sup> \_\_\_\_\_ including <sup>8</sup> \_\_\_\_\_.

- 2- Listen to two extracts from a job interview. Answer the questions. (One word in each blank)

- 1- What did the applicant send to the interviewer?

Her \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_.

- 2- What is the position?

\_\_\_\_\_.

- 3- What is her current job?

A \_\_\_\_\_ at a \_\_\_\_\_.

- 4- What are her responsibilities in her current job?

\_\_\_\_\_ people, \_\_\_\_\_ the phone and \_\_\_\_\_ with any \_\_\_\_\_.

- 5- Why does she want to change her job?

She's \_\_\_\_\_ in the \_\_\_\_\_'s business.

- 6- What did she do when her hotel manager was ill?

\_\_\_\_\_ with everything at a \_\_\_\_\_.

- 7- Give some examples of her strengths.

She \_\_\_\_\_, enjoys \_\_\_\_\_ with other \_\_\_\_\_ and she can \_\_\_\_\_.

- 8- What does she ask the interviewer about?

\_\_\_\_\_.

3- Match the questions (1-7) with the responses (a-g). Then listen to the interview again and check your answers.

- 1 How long have you worked in your current position?
- 2 Why do you want to leave? Why have you applied for this position?
- 3 Would you describe yourself as ambitious?
- 4 Do you work well in a team?
- 5 Can you give me an example of when you have worked with other people?
- 6 What are some of your other strengths?
- 7 Do you have any questions for me?

☐☐☐☐☐☐☐

- a Yes, I suppose I am, a little. Though really, I like learning new things and working with different people.
- b I work hard and I enjoy working with other people.
- c Yes, I think so.
- d Recently, we had a conference at our hotel so there was lots to arrange. The hotel manager was very ill that week, so all of us on reception had to help with everything.
- e Well, I like working at the hotel, but I'm more interested in working for a business like yours.
- f Yes, I do. Would I receive any training?
- g I've been there for about a year.

## Applying for a job

4- Complete the missing headings in the CV.

**Natalie Peltier**



<sup>1</sup> **N** \_\_\_\_\_ : French

<sup>2</sup> **D** \_\_\_\_\_ **of b** \_\_\_\_\_ : 13 June 1991

<sup>3</sup> **A** \_\_\_\_\_ : 25 rue Felix Cadras, 62100 Calais

<sup>4</sup> **E** \_\_\_\_\_  
2010: Degree in restaurant management

<sup>5</sup> **W** \_\_\_\_\_ **e** \_\_\_\_\_  
Summer 2010: Assistant Manageress of small restaurant  
in city centre

<sup>6</sup> **S** \_\_\_\_\_  
Languages: Fluent in English  
Computing: Word

<sup>7</sup> **I** \_\_\_\_\_  
Films and theatre

<sup>8</sup> **R** \_\_\_\_\_  
Amélie Canaux, Resturant Owner,  
51 rue de Marseille, 62100 Calais

5- Make past simple action verbs from the nouns.

1 organisation \_\_\_\_\_

2 manager \_\_\_\_\_

3 advisor \_\_\_\_\_

4 designer \_\_\_\_\_

5 planner \_\_\_\_\_

6 supervisor \_\_\_\_\_

7 representative \_\_\_\_\_

8 leader \_\_\_\_\_

9 translation \_\_\_\_\_

10 worker \_\_\_\_\_

11 assistance \_\_\_\_\_

12 teacher \_\_\_\_\_

- 6- Complete the sentences from some CVs with the past simple form of these action verbs.

advise   assist   design   look after   manage  
play   sell   teach   translate   welcome

- 1   Taught   English to business people.
- 2   \_\_\_\_\_   customers about finance.
- 3   \_\_\_\_\_   websites for many clients.
- 4   \_\_\_\_\_   guests to the hotel and checked them in.
- 5   \_\_\_\_\_   young children at a local kindergarten.
- 6   \_\_\_\_\_   a department with a team of six.
- 7   \_\_\_\_\_   ice cream during the summer.
- 8   \_\_\_\_\_   legal documents from German into English.
- 9   \_\_\_\_\_   basketball for a student team.
- 10   \_\_\_\_\_   the manager of a café and managed it when she was away.