

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 ¹ _____ three people for the positions of sales representative. We will provide full training and a competitive ² _____ with the opportunity for overtime. Email info@hgmsales.com for an ³ _____ form and a full job ⁴ _____.

The Royal Hotel has a new ⁵ _____ for a trainee-manager. Any interested ⁶ _____ should write to us with a ⁷ _____ including ⁸ _____.

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.

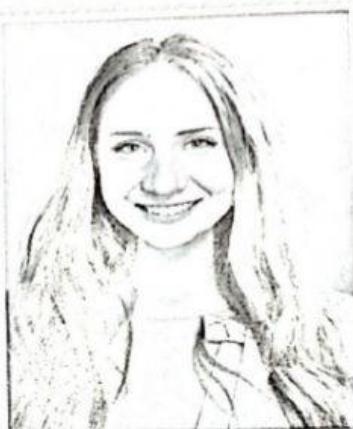
| | |
|---|--------------------------|
| 1 How long have you worked in your current position? | <input type="checkbox"/> |
| 2 Why do you want to leave? Why have you applied for this position? | <input type="checkbox"/> |
| 3 Would you describe yourself as ambitious? | <input type="checkbox"/> |
| 4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

- 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



¹ **N** _____ : French

² **D** _____ **of b** _____ : 13 June 1991

³ **A** _____ : 25 rue Felix Cadras, 62100 Calais

⁴ **E** _____
2010: Degree in restaurant management

⁵ **W** _____ **e** _____
Summer 2010: Assistant Manageress of small restaurant
in city centre

⁶ **S** _____
Languages: Fluent in English
Computing: Word

⁷ **I** _____
Films and theatre

⁸ **R** _____
Amélie Canaux, Restaurant Owner,
51 rue de Marseille, 62100 Calais

5- Make past simple action verbs from the nouns.

| | | | |
|----------------|-------|------------------|-------|
| 1 organisation | | 7 representative | |
| 2 manager | | 8 leader | |
| 3 advisor | | 9 translation | |
| 4 designer | | 10 worker | |
| 5 planner | | 11 assistance | |
| 6 supervisor | | 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.