

### John Bailey

Age: 55  
Nationality: Canadian  
Mother tongue: English  
Marital status: single



#### Skills/Background

- Thirty-five years in hotel business (including fifteen years as assistant manager of Toronto Hotel)
- Excellent French
- Good skier
- Driver
- Computer experience

#### Interview notes

- Retired from Hilton two years ago because of nervous problems (doctor's letter says now fine)
- Has never worked with children but has many nephews and nieces and loves children
- Seems friendly and considerate

## Who is the best candidate?



### Brenda MacDonald

Age: 46  
Nationality: British  
Mother tongue: English  
Marital status: widow



#### Skills/Background

- Several years' experience as hotel receptionist/ secretary, has not worked for fifteen years
- French good, but not used for a long time
- Driver
- No experience of computers
- No knowledge of skiing
- Very good cook

#### Interview notes

- Husband died fifteen years ago so stopped work to bring up three sons, all now grown up
- Wants to do something different and adores France
- Very friendly – good fun!
- Seems capable and flexible

### Brigitte Schumann

Age: 33  
Nationality: Austrian  
Mother tongue: German  
Marital status: divorced



#### Skills/Background

- Eight years as assistant manager of hotel in a ski-resort
- Speaks good French and English
- Good skier
- Driver
- Good computer skills

#### Interview notes

- Recently divorced and wants a complete change in her life
- Has seven-year-old daughter and four-year-old son – she will bring them with her if she gets the job
- Seems very efficient (a bit cold?)
- Obviously has very strong personality and opinions

### Peter Krajeck

Age: 28  
Nationality: Slovak  
Mother tongue: Slovak  
Marital status: single



#### Skills/Background

- Ex-professional skier
- A lot of experience with small children – ski instructor in summer camps
- Speaks good French, some German
- Driver
- Good computer skills

#### Interview notes

- Retired from skiing because of knee injury
- Plans to open own hotel in ski resort – wants to get experience in all aspects of hotel work
- Very friendly, enthusiastic, seems hard-working

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Read the information of the candidate.

Who is the best candidate? Why?

Use your own words to make a conclusion

2. Find one job advertisement you like on Seek.com. Use your own sentences to summarise the information you get.

Company information

Job duties

Skills

Offer

Application methods