a Match 1–8 with a–h to make sentences.

1 [e] Steve and Kevin both applied for
2 [ ] We've invited four of the candidates for
3 [ ] At conferences, I try to meet lots of people. It's good to have
4 [ ] She's a manager now and she's in charge of
5 [ ] Honda are one of the biggest employers in the region, with
6 [ ] He's studying photography at university and he'd like to have
7 [ ] I've been a teacher for 20 years so I've got a lot of
8 [ ] I've got good problem-solving

a a career in television or films.
b business contacts from other organisations.
c a second interview next Monday and Tuesday.
d experience in education.
e the job but only Kevin was invited for an interview.
f a team of five sales representatives.
g skills, so I can usually find a solution when things go wrong.
h over 2,000 employees in their new car factory.

b Complete the sentences with the words in the box.

grades	apply	charge	experience
~~career~~	team	interview	CV

1 My uncle had a long *career* in the army.
2 Philip has just been promoted. He's now in _____ of the marketing department at work.
3 I work in a _____ of five people.
4 They've invited me for an _____ next week.
5 When you write a _____, it's best to put all the information on a maximum of two pages.
6 I have fifteen years' _____ in hotel management.
7 My brother got excellent _____ at school.
8 Why don't you _____ for a job as a journalist?

LIVEWORKSHEETS