

## Looking for a job

6 Read the article with advice on looking for a job. Put the steps in the correct order. Fill in the gaps (1–10) with words from the box.

covering letter curriculum vitae (CV) contract interview qualifications application form referees experience offered accept

### How to find a job

#### ► Step

Wait to hear from the company to find out if they want you to come for an <sup>1</sup>\_\_\_\_\_. Then start preparing for it.

#### ► Step

Complete your <sup>2</sup>\_\_\_\_\_. This is the document that includes all your personal information, <sup>3</sup>\_\_\_\_\_ (e.g. diplomas, degrees, etc.) and previous work <sup>4</sup>\_\_\_\_\_. It should also include the contact details of two people that know you well at work or personally. These are your <sup>5</sup>\_\_\_\_\_.

#### ► Step

When you are <sup>6</sup>\_\_\_\_\_ a job, decide carefully if you want to <sup>7</sup>\_\_\_\_\_ it. Then sign the <sup>8</sup>\_\_\_\_\_.

#### ► Step

Look at job adverts on the Internet and find a job that you are interested in. Download the <sup>9</sup>\_\_\_\_\_ if there is one. Then send it off with a <sup>10</sup>\_\_\_\_\_, which will explain briefly who you are, where you saw the advert and why you want to apply for the job.

## 7 1.16 Listen and check your answers.

## Professions

8 Complete the sentences (1–8) with words from the box.

duties salary wages colleague boss position self-employed quit

- 1 On average, a doctor's \_\_\_\_\_ is £50,000 a year.
- 2 Derek shares an office with a \_\_\_\_\_ who is 30 years older than him.
- 3 A waiter's \_\_\_\_\_ are usually £200 a week.
- 4 A shop assistant's \_\_\_\_\_ include serving customers and operating the till.
- 5 You'll have to ask the \_\_\_\_\_ first if you want to take a day off.
- 6 If I hated my job, I would definitely \_\_\_\_\_.
- 7 Peter is \_\_\_\_\_. He runs a small coffee shop.
- 8 I would like to apply for the \_\_\_\_\_ of sales manager.

## Employment

9 Complete the sentences (1–8) with the correct words.

- 1 Would you like to **work/have/do** a career in the media?
- 2 My sister **is/gets/had** on sick leave at the moment.
- 3 I often **do/make/take** overtime at weekends.
- 4 Joe is leaving because he didn't **get/make/take** a pay rise.
- 5 Doctors often **take/get/work** very long hours.
- 6 Teresa **works/makes/has** shifts.
- 7 Who's **in/on/at** charge of the sales department?
- 8 Susan is doing very well in her job, so she hopes to **get/become/make** promoted.

10 Complete the sentences (1–6) with the missing words.

- 1 Megan was **f**\_\_\_\_\_ by her boss because she stole from the company.
- 2 My grandfather is 65. He **r**\_\_\_\_\_ from work last year.
- 3 I had a **c**\_\_\_\_\_ with my company, but at the end of the year they decided not to extend it.
- 4 Sarah has been **u**\_\_\_\_\_ for six months. She just can't find a job.
- 5 The train drivers are going on **s**\_\_\_\_\_ because they want a bigger pay rise.
- 6 I hate being **o**\_\_\_\_\_ of work. I would really like to find a job.

11 Work in pairs. Discuss the questions.

- 1 What's your ideal job? Why would you like to do this job?
- 2 What do you think is the best way to look for a job?
- 3 What's more important: qualifications or experience? Why?

- 4 Would you like to be self-employed? Why?/Why not?
- 5 What's more important in a job: money or job satisfaction?
- 6 Describe a situation when you were in charge of something.