Applying for a Job



UNIT 19

1 **translate into Spanish**

CONNECTED.JOBS

Administrative Assistant – Textiles

Maldon Fashions • United Kingdom • London Office

Maldon Fashions is a leading textile company providing fabrics to companies all over Europe.

Job responsibilities include:

- handling the administrative aspects of a busy office
- working with various heads of department
- scheduling meetings and providing logistical support
- working with partners and customers abroad

Job requirements:

- previous experience in office administration
- advanced typing and computer skills
- ability to work in a team
- ability to work under pressure
- fluent in at least one of the following languages: French, German, Spanish

APPLY

LIVEWORKSHEETS



2

Complete the sentences with the words below. Then listen and check your answers.

vocational course • secondary school • fluent
advanced • educational background • team
under pressure • experience • abroad
logistical support

1. Some people prefer working alone, not in a ..... .
2. What is your ..... ? Did you study at university?
3. This job requires travelling ..... – to places like China, Japan and Australia.
4. When you are ..... to get a lot done in very little time, it's important that you remain calm.
5. I think you should take the ..... course in English, because your English is already very good.
6. You must be ..... in Spanish to get this job because you will need to talk to our colleagues in Spain a lot.
7. We gave the job to Patricia Rose because she had a lot of ..... in handling customer complaints.
8. I'm responsible for providing ..... . I make sure that the equipment – the projector and microphone – are working before meetings.
9. I finished ..... when I was 18. Then I took a ..... in electronics.

LIVEWORKSHEETS

3

Match each positive adjective in A to an adjective with the opposite meaning in B.

A Positive	B Negative
1. confident	..... a. nervous
2. hard-working	..... b. insecure
3. relaxed	..... c. shy
4. outgoing	..... d. lazy

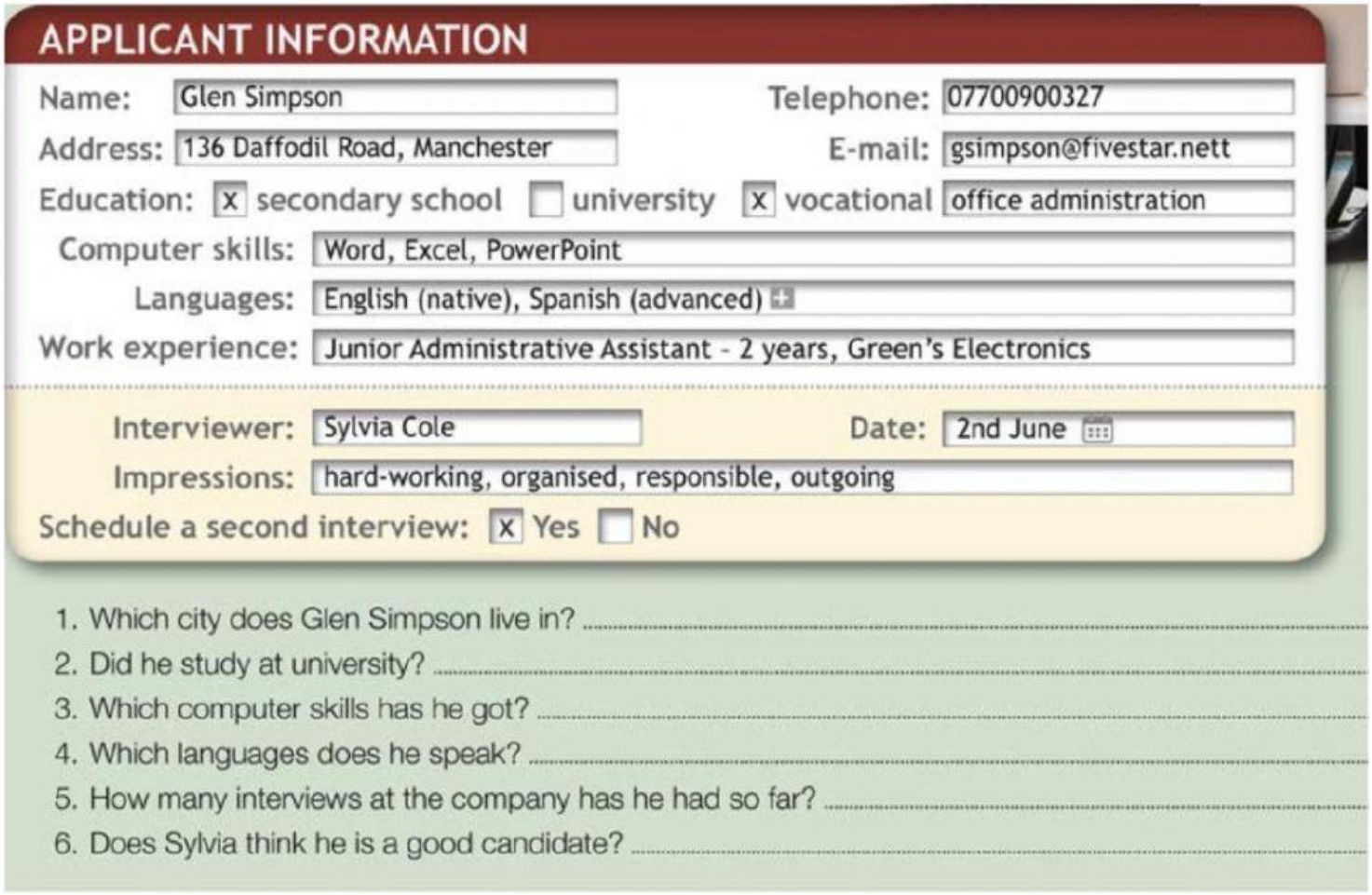


Interviewing



LIVEWORKSHEETS

4 Answer these questions



APPLICANT INFORMATION

Name: Glen Simpson
Telephone: 07700900327
Address: 136 Daffodil Road, Manchester
E-mail: gsimpson@fivestar.nett
Education: [x] secondary school [ ] university [x] vocational office administration
Computer skills: Word, Excel, PowerPoint
Languages: English (native), Spanish (advanced)
Work experience: Junior Administrative Assistant - 2 years, Green's Electronics

Interviewer: Sylvia Cole
Date: 2nd June
Impressions: hard-working, organised, responsible, outgoing
Schedule a second interview: [x] Yes [ ] No

1. Which city does Glen Simpson live in? .....
2. Did he study at university? .....
3. Which computer skills has he got? .....
4. Which languages does he speak? .....
5. How many interviews at the company has he had so far? .....
6. Does Sylvia think he is a good candidate? .....

5

Complete the sentences with the words below.

attitude • cooperation • deadline • fast learner
multitasking

1. I'm a ..... . I don't need a lot of explanation.
2. I'm very good at ..... . I can do a lot of things at the same time.
3. I always get my work done on time and never miss a ..... .
4. I think that ..... is very important – you need to be able to work well with other people.
5. I have a very positive ..... – I can see the good in any situation.

LIVEWORKSHEETS

6

Match the adjectives (1-5) to the correct person.

1. ambitious
2. creative
3. determined
4. flexible
5. reliable

..... a. When Alan decides to do something, he doesn't stop until he finishes it.

..... b. Sarah really wants to be successful in her career.

..... c. You can always trust Jeremy to do what he says he will do.

..... d. Graham is always prepared to work at different times and in different places.

..... e. Elizabeth always has such interesting ideas for the design of a product.



LIVEWORKSHEETS