

What Fresh Graduates Should Know about Their First Jobs



ESL Work Reading Comprehension Passage

Write the following words in the text:

size	expect	flexible	intern	apply	skills	research
mistakes	salaries	hire	mentor	balanced	build	dream
enjoy	touch	employees	position	night	opportunity	

For recent graduates, internships may become a stepping stone to full-time, paid employment.

Before accepting an offer to work as an _____ you should get some information about the company's reputation of procuring their interns and decide accordingly. If they usually _____ one intern but have tens of employees working day and _____, it is better to look for other companies. The best place to have an internship position is an organization that gives you an _____ to gain real work experience and develop your _____ instead of using you as a cheap worker.

Another thing that should be considered is the _____ of the company. Sometimes bigger and more established organizations are better as they have a clear hierarchy and therefore it gives you a clear idea of your position and the job description and most importantly, it will be easier to get a _____. Startups with only five employees are usually more _____ in terms of job responsibilities and therefore it makes it harder to define your position and get mentors.

After you choose a company, do a little _____ on the company including the people who work there. You can do a Google search and comb social media such as LinkedIn, Facebook and Twitter to dig deep about the company's hiring managers and what they _____ from a new employee.

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Social media is also very useful to keep in _____ with as many people as you can and _____ your network. Do not hesitate to maintain any personal connection you have because those connections could be the first ones who inform you about a new job opening or any vacant positions you can _____ for.

If you aim for a _____ job, do not overlook an entry-level position just because it offers mediocre salary. Entry-level _____ are more likely to be given room to grow and learn from their _____. They will also be able to figure out the job routines and get used to them when they actually get the _____ they have been dreaming about.

As your first few jobs might be very demanding yet less rewarding, remember to have fun and _____ your life. Working overtime may not always be a good idea to accelerate your career, especially if you have to be more stressed than your seniors who earn bigger _____. Setting the time for exercise and social life will make your life more _____ and stress free.

Check your answers, then do the comprehension quiz online:

<https://www.excellentesl4u.com/esl-work-reading.html>

Useful vocabulary:

a graduate	to dig deep
a hiring manager	to overlook
a network	to figure out
a stepping stone	to earn money
	demanding
	rewarding
to gain experience	instead of + Ving
to comb social media	