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

a hiring manager

a network

a stepping stone

to gain experience

to comb social media

to dig deep

to overlook

to figure out

to earn money

demanding

rewarding

instead of + Ving

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