English for work – job search and interview vocabulary.

The following list presents a list of words and phrases commonly used at interviews and when applying for a job; match each word its definition.

Achievement, to be made redundant, Certificate, Prospective employer, CV, Reference, Dismissed, Fired, Interview, Requirement, Resign, Skilled, Cover letter.

	Things you have done –in a work or academic situation— which have been very successful
	A printed document with details of exams you have passed and/or qualifications you possess.
	Document which sets out details of your work history, qualifications, skills, and abilities.
	To be forced to leave your job by your employer.
	When you are made to leave your job.
	A meeting with a prospective employer.
	When you leave your job because your employer no longer has any work for you.
	Someone you might work for at some point in the future.
	Written confirmation of your work history and qualities by someone.
	Something essential for employees who work in a job to either have or be able to do.
	To leave your job voluntarily.
	Having a lot of training/experience.
	Document with your resume to provide additional information on your skills and experience