

## YOUR NAME, SURNAME AND GROUP

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### MATCH THE WORDS:

1. PERSONNEL DIRECTOR	A. DUTIES
2. HIRE	B. MANAGE, BE IN CHARGE OF
3. RESUME	C. USUAL PAY FOR A CERTAIN JOB
4. QUALIFICATIONS	D. MONEY PAID FOR WORK
5. PROFICIENT	E. GET IN TOUCH WITH
6. POSITION	F. GIVE A JOB, TO EMPLOY
7. RESPONSIBILITIES	G. OPEN, READY TO USE, READY TO DO
8. SUPERVISE	H. SKILLS, EXPERIENCE, EDUCATION
9. SALARY	I. PERSON WHO CAN TELL ABOUT YOU
10. BENEFITS	J. PERSON IN CHARGE OF HIRING
11. CONTACT	K. ABLE TO DO SOMETHING, SKILLED
12. GOING RATE	L. WRITTEN SUMMARY OF YOUR SKILLS, EDUCATION AND EXPERIENCE
13. AVAILABLE	M. THINGS TO RECEIVE FROM EMPLOYER IN ADDITION TO SALARY
14. REFERENCE	N. JOB