

Working with words

- 1** Choose eight words from the list to complete the letter of application.

interview qualification reference candidate
recruit experience **apply** skills advertised
shortlist

Dear Sir/Madam,

I am writing to ¹ apply for the position of Quality Manager ² _____ on your website.

As you can see from my attached CV, I have six years of ³ _____ working as a quality technician in the automotive industry.

Last year, I obtained a new ⁴ _____ when I completed a degree from the Bentham School of Engineering.

In the last six years, I have learnt many new ⁵ _____ relating to Japanese production methods and I use them in my everyday work.

I believe that I am a very strong ⁶ _____ for this post, and I hope you will give me the opportunity to speak to you at an ⁷ _____.

My present employer will be very happy to provide you with a ⁸ _____.

I look forward to hearing from you.

Yours sincerely,

Patrick Todd

- 2** Complete sentences 1–8. Choose from the list of words in **1**, but change the form where necessary.

- 1 I've received three new applications for the job.
- 2 He's not very _____ for the job because he doesn't have a university degree.
- 3 The HR Manager is responsible for the _____ of new employees.
- 4 I applied for the job, but they didn't _____ me for an interview.
- 5 The machines we use are very complex. We need _____ workers with technical knowledge to operate them.
- 6 Philips are recruiting at the moment. I saw an _____ on their website.
- 7 She's very _____ – she's worked for 20 years in the industry.
- 8 The person who _____ me asked some very difficult questions.