

Join the professions to their descriptions

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| 1. sales assistant- | a) to have a job which is all paperwork |
| 2. ski instructor- | b) to make a formal request, usually written, for something such as a job, a place in a university |
| 3. accounts | c) the paid work for only a limited period of time that you do for an employer |
| 4. customer services- | d) the sale of goods in shops to customers, for their own use and not for selling to anyone else |
| 5. human resources- | e) an increase in the amount of money you are paid for doing your job |
| 6. public relations | f) money you earn that is paid according to the number of hours, days, or weeks that you work |
| 7. retail trade- | g) someone who sells things in a shop |
| 8. apply for- | h) money paid by an employer to a worker who is too ill to work |
| 9. salary | i) someone who teaches practical skills how to ski |
| 10. wage- | j) the part of a company or business that deals with questions, problems etc that customers have |
| 11. sick pay- | k) have a day when you do not go to work, school because you have a holiday or because you are sick |
| 12. pay rise- | l) an exact record of the money that a company has received and the money it has spent |
| 13. temporary job- | m) the work of explaining to the public what an organization does, so that they will understand it and approve of it |
| 14. customer- | n) the department in a company that deals with employing, training, and helping people |
| 15. work shifts- | o) money that you receive as payment from the organization you work for, usually paid to you every month |
| 16. stuck behind a desk- | p) a letter containing information about you that is written by someone who knows you well, and is usually intended for a new employer |
| 17. take the day off- | q) someone who buys goods or services from a shop, company etc |
| 18. caretaker | r) work for a particular period of time during the day or night, and are then replaced by others, so that there are always people working |
| 19. a letter of reference- | s) someone who looks after sth |