

Looking for a Job	Reading
Theme: Employment	CLB Level: 5/6
Topic: Job Search	Competency: Getting Things Done

Student Name _____ Date _____

Drag the words below to complete the text.

experience application qualifications CV interview section

1. Looking for a Job

I thought it would be quite easy to find a job when I left school, but it's been really difficult. I look through the job (1) _____ in the local paper every week, but everybody seems to want people with lots of (2) _____ and I didn't do very well at school. I've sent my (3) _____ to dozens of companies in the local area but nobody has gotten back to me. I must have filled in at least thirty (4) _____ forms and I've only had one reply. I went for an (5) _____ last week but it didn't go very well—they said they wanted someone with more (6) _____ but I've never had a job! Sometimes I wonder if I'll ever find anything.

Use the correct form of the verbs below to complete each blank.

offer	send it off	find
go into	fill in	apply for

2. Applying for a job-verbs

1. I left university six months ago and I still haven't _____ a job. It's more difficult than I thought it would be.
2. I've _____ a part-time job. I hope I get it—it's four afternoons a week.
3. I'm not really sure what I want to do when I leave school. I might _____ banking like my dad.
4. I've _____ the application form and _____, so now I've just got to wait until I hear from them.
5. I can't believe it! They've _____ me that job in New York. They want me to start next month.

Drag the words below to complete the text.

leave requires position rates salary applicant temporary
training apply experience

3. Job Advertisements

Cleaner

Local hotel _____ cleaner Monday-Friday, 9 am—1 pm. Good _____ of pay. Tel: 519-721-5123

Accounts

Full-time _____ in busy car hire company. To start immediately. Computer skills essential. _____ according to age and experience. Phone Busby's at 519-777-2222.

Sales Assistant

The successful _____ must be hard-working, responsible and honest. Previous _____ an advantage, but full _____ will be given. _____ to: Mr. P. Dale, Tel. 555-502-1798.

Nurse

_____ position for three months to replace nurse on maternity _____.