



Fill in each blank with an appropriate word from the box.

qualification

employee

shortlist

interview

advertisement

cover letter

position

experience

documents

application

1. I saw an for the job in yesterday's paper.
2. Mr. Thomas Smith is a doctor with a broad range of in dealing with patients suffering from stress.
3. You need to complete the online form if you want to apply for this position.
4. He asked me to help him practise answering questions to prepare for his for the manager's position next week.
5. They are advertising for an assistant director and hope to fill the by June.
6. Applicants can prepare all their application by following the instructions.
7. What do I need to become a web developer?
8. Apart from a competitive salary, his new company also offers attractive benefits.
9. If you have an interest in our job offer, would you please send us your résumé and a to josh@yahoo.co.uk.
10. She's on the for the vacant position of the new manager.