



Read the passage and choose the correct words/phrases to fill in the blanks.

To: <BernardoCruz@cbk.com>

From: <akim@hannah.com>

Date: February 2

Subject: Job Vacancy

Dear Cruz,

I am writing to inform you that our company, Hannah Fashion Inc., would like to ---[1]--- one permanent sales representative to expand into the Japanese market. This job involves travelling 1 to 2 weeks per month to several major cities in Japan. I think you may have a good relationship with post-graduate students because you used to be the leader of a finance student club for a long time. So, if you know anyone who would be interested and willing to travel on business, please tell them to send me their ---[2]---

We don't require much experience, so anyone who ---[3]--- a Bachelor's Degree majoring in economics can apply. But the successful candidate should be fluent in English and have good Japanese language skills. In addition, applicants who are familiar with some common office software and able to work independently are preferred.

Since we do not have much time left before the marketing campaign starts, we would like to ---[4]--- interviews as soon as possible.

Thank you for your cooperation.

Regards,

Andrew Kim

HR Department Manager

Hannah Fashion Inc.



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hire

resume

schedule

possesses

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