

Work. Job.

Complete the text with the words x

Finishing school is a very busy, exciting time for people. Everyone wants to find a good and begin working in their chosen The first step is to find a suitable vacancy and for the position. If you are called for an you will be asked what you have and where you attended school. They may ask if you have any previous in that type of work.

Many large businesses and companies will require their to participate in special courses before they are given the responsibility of working on their own.



experience

apply

employees

profession

skills

interview

job

2

Fill in the gaps with the correct words from the list.

advertisements apply for CV candidate current qualifications fill in job centre job interview personal details employment work experience

HOW TO FIND A JOB?

- Before looking for a job, make sure you have an up-to-date ¹ _____. It should be easy to read and include your ² _____, your educational ³ _____ and your previous ⁴ _____.
- Visit your local ⁵ _____ to see what's available.
- Check out newspapers, journals and websites for suitable job ⁶ _____.
- When you find a job you want to ⁷ _____, write a letter or email explaining why you are interested in the job and why you think you are a good ⁸ _____.
- If you are in ⁹ _____, you could also mention why you want to leave your ¹⁰ _____ job.
- You should enclose a copy of your CV and you may need to ¹¹ _____ an application form.
- If all goes well, you'll receive a reply inviting you to go for a ¹² _____.

3 Circle the correct word in each sentence.

- This is not a *part-time* / *full-time* job: it's only three hours a day.
- We can offer you a *temporary* / *permanent* contract over the Christmas period.
- The job at the burger restaurant only pays a *good salary* / *the minimum wage*.
- Would you like to work *extra time* / *overtime* this weekend?
- In this job you'll be responsible *of* / *for* looking after young children.
- The *fringe benefits* / *odd jobs* include a company car and health insurance.
- You should include your previous work *experience* / *story* in your CV.
- She got good *qualifications* / *references* from her previous employer.