

1. Match the following words to make new phrases related to the job application process.

Apply	skills
Leave	the application form
Cover	a form
Hard	a section blank
Fill out	letter
List	your resume
Proofread	process
Hiring	skills
Short-list	for
Submit	candidates

2. Complete the text with some of the vocabulary seen so far:

leave hard list cover fill out proofread hiring apply submit short-list

When you .....for a job, you have to ..... an application form along with your resume and a ..... letter. This facilitates the ..... process and makes it easier for recruiters to ..... candidates for interview. You should remember to ..... your soft and ..... skills in the given spaces. Do not forget to ..... the form accurately and with reliable information. Follow instructions carefully and do not ..... any section blank. Finally, ..... your application before you turn it in.