

Complete the conversation below between a job applicant and a company



Good morning, this is
How.....?

(calling about job and ask to talk to manager)

Good morning to you too! I want to ask about
..... for the sales position. Can I
.....?



Sure, Hold.....
I'll.....

Yes CharloAe! I'd like to know if the sales
position is... ..?



Hello, this is CharloAe. I'm the manager. I hear
.....in the sales position



Very ! I want to know.
Do I?

Yes, it is. Are
.....?



Yes you do. You need to have at least
..... in sales



Good!! And what
.....?

You work at the office, from.....
And you can work from home 2 days a week.
Does.....?



Actually..... for me.

Okay. When can you... ..?

I can come in tomorrow. Is.....?

Absolutely! I look.....

Useful expressions

I'll put you through.....hold the line....requirements.....work experience.....advertised