Reading no. 1

Jobs & Careers

Name: _____ Date:_____

1. Complete the e-mail with the words and phrases in the box.

Full-time	résumé	permanent	application form	well-paid
Varied	stressfull	employees	working conditions	part-time
manager				

When I finished college, I got a 1._____ job in a restaurant, just a few days a week. This gave me time to finish a Project-management course and look for a 2. _____ kpb, not a temporary one. The 3. _____ in the restaurant were awful, it was too noisy, and we worked very late. The 4. _____ was terrible too – he always yelled at us.

I thought an office job would be les 5. _____, so I sent my 6. _____ to lots of companies. When I saw an ad for a Project manager, I filled in the online 7. _____ and had an interview. I got the job! I love it. No two days are ever the same. It's very 8. _____ . It's a small company with only then 9. _____ . We all have 10. _____ Jobs so we work 38 hours a week. It's quite a 11 _____ job so I can sabe a Little money every month.



2. Match the words with their definitions.

Reponsible for	a. The occupation you choose for most of your working life.
Employer	b. A persono r company that employs people.
Temporary	c. Money you receive for doing your job.
Cover letter	d. A job that usually lasts a few weeks or months.
Unemployed	e. A feeling of satisfaction that you've done something useful.
Career	f. Without work.
Salary	g. A document you send with your résumé when you apply for a job.
Rewarding	h. In charge of...

LIVEWORKSHEETS