

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 less 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 save a little money every month.

2. Match the words with their definitions.



Responsible for

Employer

Temporary

Cover letter

Unemployed

Career

Salary

Rewarding

a. The occupation you choose for most of your working life.

b. A person or company that employs people.

c. Money you receive for doing your job.

d. A job that usually lasts a few weeks or months.

e. A feeling of satisfaction that you've done something useful.

f. Without work.

g. A document you send with your résumé when you apply for a job.

h. In charge of...