

For questions 9–16, read the text below and think of the word which best fits each gap. Use only **one** word in each gap. There is an example at the beginning (0).

Write your answers **IN CAPITAL LETTERS** on the separate answer sheet.

Example:

0

T O O

Applying for your first job?

Getting a job is (0) important to leave to chance; (9) all, work is likely to play a significant role in your life for many years. So before sending in any applications, think hard about (10) would really suit you. Concentrate on jobs for (11) you have an aptitude – (12) can be very demoralising to have your application turned down. Ideally, your job should be not only one you can do well, (13) also one that makes you look forward to going to work every morning.

It's important to consider the culture of the organisations you're applying (14) Some companies are (15) obsessed with results and profits that employees are under stress all the time. You need to be clear in your own mind (16) or not you could work in an environment like that.

Making an effort in the early stages of applying for a job will almost certainly pay off in the long run.