

Name: \_\_\_\_\_

## Business Partner Unit 3

### Vocabulary: Getting a Job

#### 2 Put the words in brackets in the correct form.

- 1 Why not apply for an \_\_\_\_\_ (*intern*) to get work experience?
- 2 This \_\_\_\_\_ (*employ*) likes to hire people without much experience.
- 3 We have to be better than the \_\_\_\_\_ (*compete*) if our business is to succeed.
- 4 These days \_\_\_\_\_ (*job*) have to have more than a university degree to get a job.
- 5 You need to have good \_\_\_\_\_ (*communicate*) skills in order to do well in interviews.
- 6 A self-starter has to have the \_\_\_\_\_ (*motivate*) to succeed.

#### 3 Find the words in the wordsearch. Use the definitions to help you.

- 1 someone in a company who is involved in employing new staff \_\_\_\_\_
- 2 used to describe a person, plan, etc. that can change or be changed easily to suit any new situation \_\_\_\_\_
- 3 the combination of qualities that makes someone a particular type of person \_\_\_\_\_
- 4 formal word for 'job' \_\_\_\_\_
- 5 a job that lasts for a short time that someone, especially a student, does in order to gain experience \_\_\_\_\_
- 6 an ability to do something well, especially because you have learned and practised it \_\_\_\_\_

F	H	F	C	F	K	M	V	A	X
M	J	S	H	J	H	P	F	D	E
S	O	A	A	D	U	O	L	F	T
E	P	C	R	E	P	F	E	G	Y
R	L	B	A	B	O	V	X	K	R
T	K	U	C	N	S	K	I	L	L
K	E	I	T	M	I	L	B	L	N
L	E	M	E	V	T	C	L	S	A
R	E	C	R	U	I	T	E	R	Y
O	T	W	K	E	O	D	Z	O	L
I	N	T	E	R	N	S	H	I	P

Then write each word  
next to its definition.

## Writing Covering letter



1 Complete the covering letter with the words and phrases in the box.

advertised asset confident degree enclosed experience grateful vacancy

Dear Ms Arshad,

Re: Position of Sales Assistant

I am writing to apply for the <sup>1</sup>\_\_\_\_\_ of sales assistant as <sup>2</sup>\_\_\_\_\_ on the Careers website last week. Please find <sup>3</sup>\_\_\_\_\_ my curriculum vitae for your information. As you will see from my CV, I have a first-class <sup>4</sup>\_\_\_\_\_ in Sales and feel that I would be a suitable fit for your company. I have been working in a similar position for two years, where I have developed my skills and expertise. I am a valued member of the sales team, I work hard to make sure that I am fully up to date with current trends in the sales sector and I consistently achieve my sales targets in my current position. I am now ready to take the next step in my career and I am <sup>5</sup>\_\_\_\_\_ that my <sup>6</sup>\_\_\_\_\_ would be a(n) <sup>7</sup>\_\_\_\_\_ to your company. I would be <sup>8</sup>\_\_\_\_\_ to have the opportunity to attend an interview to find out more about the role and demonstrate my skills.

Yours sincerely,

Andrea Buxton