

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 _____

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| T | K | U | C | N | S | K | I | L | L |
| K | E | I | T | M | I | L | B | L | N |
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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 ¹ _____ of sales assistant as ² _____ on the Careers website last week. Please find ³ _____ my curriculum vitae for your information. As you will see from my CV, I have a first-class ⁴ _____ 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 ⁵ _____ that my ⁶ _____ would be a(n) ⁷ _____ to your company. I would be ⁸ _____ to have the opportunity to attend an interview to find out more about the role and demonstrate my skills.

Yours sincerely,

Andrea Buxton