Working with words

1 Choose eight words from the list to complete the letter of application.

interview *qualification* *reference* *candidate* *recruit* *experience* ~~*apply*~~ *skills* *advertised* *shortlist*

Dear Sir/Madam,

I am writing to [1] *apply* for the position of Quality Manager [2] _____ on your website.

As you can see from my attached CV, I have six years of [3] _____ working as a quality technician in the automotive industry.

Last year, I obtained a new [4] _____ when I completed a degree from the Bentham School of Engineering.

In the last six years, I have learnt many new [5] _____ relating to Japanese production methods and I use them in my everyday work.

I believe that I am a very strong [6] _____ for this post, and I hope you will give me the opportunity to speak to you at an [7] _____.

My present employer will be very happy to provide you with a [8] _____.

I look forward to hearing from you.

Yours sincerely,

Patrick Todd

2 Complete sentences 1–8. Choose from the list of words in **1**, but change the form where necessary.

1 I've received three new *applications* for the job.
2 He's not very _____ for the job because he doesn't have a university degree.
3 The HR Manager is responsible for the _____ of new employees.
4 I applied for the job, but they didn't _____ me for an interview.
5 The machines we use are very complex. We need _____ workers with technical knowledge to operate them.
6 Philips are recruiting at the moment. I saw an _____ on their website.
7 She's very _____ – she's worked for 20 years in the industry.
8 The person who _____ me asked some very difficult questions.

LIVEWORKSHEETS