Globe English
Way to the future

Fill in each blank with an appropriate word from the box.

qualification	employee	shortlist	interview	advertisement
cover letter	position	experience	documents	application

1. I saw an …….. for the job in yesterday's paper.
2. Mr. Thomas Smith is a doctor with a broad range of ……. in dealing with patients suffering from stress.
3. You need to complete the online …….. form if you want to apply for this position.
4. He asked me to help him practise answering questions to prepare for his ……. for the manager's position next week.
5. They are advertising for an assistant director and hope to fill the …….. by June.
6. Applicants can prepare all their application ……. by following the instructions.
7. What …… do I need to become a web developer?
8. Apart from a competitive salary, his new company also offers attractive …… benefits.
9. If you have an interest in our job offer, would you please send us your résume and a …… to josh@yahoo.co.uk.
10. She's on the …… for the vacant position of the new manager.

LIVEWORKSHEETS