

3.1 Match the two parts of these business collocations from A and B.

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|-----------------|--------------------------|---------------|
| 1 healthcare | ☐ | a faithfully |
| 2 team | ☐ | b prospects |
| 3 Yours | ☐ | c plan |
| 4 competitive | ☐ | d a team |
| 5 challenging | ☐ | e application |
| 6 communication | ☐ | f role |
| 7 online | ☐ | g letter |
| 8 lead | ☐ | h player |
| 9 career | ☐ | i skills |
| 10 cover | ☐ | j salary |

3.2 Replace the underlined words with a word or phrase from A or B with a similar meaning.

- 1 You don't need to have done this job before.
- 2 As part of my new job, I get meals partly paid for by the company.
- 3 It's really important to make your application look different from all the others.
- 4 Working in the factory over the summer gave me some direct experience of manufacturing.
- 5 I'm hoping to work in the area of automotive manufacturing.
- 6 Prism Consulting has a number of positions available for graduates.
- 7 The ad said the company will provide all the training you need.
- 8 You should only apply for the job if you have led a team before.
- 9 The salary isn't great, but they offer an attractive set of other advantages.

3.3 Look at A and B. Fill the gaps in these sentences, using a word from the box and a suitable preposition.

carried passion relevant reported role suitable support

- 1 I am sending my CV in my application for the position of sales team leader.
- 2 I have a sales.
- 3 Jakob's experience is more the job than Sylvana's.
- 4 In my previous Sales Representative, I the Sales Manager.
- 5 While working as a Customer Service Assistant, I also some research projects for the marketing department.
- 6 He only has 6 months' experience as a trainee. I don't think that makes him the job of quality manager.

3.4 Answer these questions.

- 1 What do we call a job which deals directly with the customers?
- 2 How can we describe someone who works well with other people?
- 3 How should you start a letter to someone whose name you don't know?
- 4 What four other words can be used instead of 'job' in an advertisement?
- 5 How can we describe a working environment which is busy and rapidly changing?

3.5 Over to you

Find a job ad that you are interested in and write an example cover letter in English.