

29.1 Underline the correct word/s in italics.

- Your *skills/experience* refers to your abilities – things you can do well as a result of practice. Examples include using a particular piece of software, speaking English, or being a good negotiator.
- Your *skills/experience* refers to the knowledge you get by doing a particular job or activity. Examples include time spent in a particular industry, or working in a particular market.
- A/*An applicant/candidate* is anybody who has sent a CV in response to a job advertisement.
- A/*An applicant/candidate* is somebody who is being actively considered for the job.

29.2 Complete the sentences with the words in the box. Not all the words appear opposite.

apply applicants application closing date cover letter
 entry-level experience qualifications position
 rates rejected updated vacancy

- At the bottom of this job description it says 'Previous applicants need not apply'. I suppose that means your CV has already been looked at and _____.
- Employers always want people with lots of _____ – but how do you get it in the first place? I suppose you have to find an _____ job, but they are not very well paid.
- I've filled in dozens of _____ forms, but no-one has called me for interview.
- This candidate looks promising – their _____ include an MBA from INSEAD.
- Look at this ad for an Office Administrator. It's only a temporary position but it says here 'good _____ of pay'.
- I've just _____ my CV. Can you have a look at it and give me some feedback? It needs to be done soon – the _____ for applications is this Friday.
- There's a great job on this job search website. It says at the bottom 'Please _____ by email with _____ and full CV'. I'm going to do that.
- The word _____ is a formal way of saying 'job'. The word _____ means 'a job that is available'.

29.3 Cross out the one verb with a different meaning.

The company is *hiring / interviewing / recruiting / taking on* new staff.

29.4 Fill in the missing letters.

The Human Resources Department is responsible for recruit _____ and select _____.

29.5 Complete the sentences with the verbs in the box.

apply for call you for fill in / out matches
 register with replied to search

- Looking for a job is often called job _____.
- If you _____ a job (or a place at university), you make a formal request for it.
- Online recruitment agencies often have their own specific application forms which you _____.
- It's a good idea to _____ several online job sites. Some of them will even send you an email alert if a job appears that _____ your profile.
- I _____ that job advertisement you showed me but I never heard anything.
- After sending your CV you hope that the company will _____ interview.

29.6 Complete this cover letter (sent as an email) with the words in the box.

attached background candidate
 challenges high-pressure interpersonal
 involved notice reference running

I am writing with ¹ reference to your advertisement on the job search website. My ² _____ is in operations management in the hotel sector and I am currently Assistant Operations Manager at a prestigious hotel in Geneva. I support the OM in ensuring the smooth day-to-day ³ _____ of the hotel.

As you can see from the ⁴ _____ CV I have wide experience in hotel booking systems, collecting payments and handling money, managing housekeeping staff, and buildings maintenance. I am also actively ⁵ _____ in the organization of events, weddings and private dining on a weekly basis. I work well in the ⁶ _____ environment of a busy hotel and have excellent ⁷ _____ skills.

I feel I would be an ideal ⁸ _____ for this position as I am ready to move up to manager level and look forward to the new ⁹ _____ that the increased responsibility will bring.

I am available for interview at any time, but require some advance ¹⁰ _____ in order to arrange my work shifts.

I look forward to hearing from you.

Celine Perez

See page 147 for some discussion topics.