

Question 1 – 7. Complete the notes below. Write NO MORE THAN THREE WORDS for each answer.

- The speaker suggests that the students use the 1..... when they begin writing resumes.
- The students should be sure not to keep the CV 2.....
- A 3..... cover letter is useful when applying for a job and should be included.
- The speaker believes the CV should have a beautiful 4.....
- The CV should not have any spelling and grammar 5.....
- The words in a CV can describe your 6.....
- Don't forget to put down a 7.....on the CV.

Question 8 – 10. Choose THREE letters, A-G.

What THREE details should job applicants know in the interview?

- A. Working hours
- B. Promotion prospect
- C. Salary range
- D. Pension contribution bonus
- E. Training
- F. Holidays
- G. Location