

JOB ADVERT: PARTS & STRUCTURE

1. MATCHING Match each section of a job advert with its description.

A	Company Information	_____
B	Job Title	_____
C	Job Description	_____
D	Requirements	_____
E	Salary	_____
F	Benefits	_____
G	Location	_____
H	Contact Information	_____

1.	The amount of money you earn.
2.	Where the company is and where you will work.
3.	Information about the business.
4.	What the employee has to do.
5.	The name of the position.
6.	Skills, experience or qualifications you need.
7.	Email, phone number or website to apply.
8.	Extra advantages of the job.

2. PRODUCTION Imagine you work for a company that is looking for a new employee. Complete the job advert.

NOW HIRING!	
Company:	_____
Job Title:	_____
Location:	_____
Salary:	_____
JOB DESCRIPTION	
Write 2–3 sentences.	
_____ _____ _____	
REQUIREMENTS	
Write at least 3 requirements.	
• _____ • _____ • _____	
BENEFITS	
Write 2 benefits.	
• _____ • _____	
CONTACT INFORMATION	
Email or phone number:	
