

PRACTICE

A Match the sentence halves.

- | | |
|---|--|
| 1 Please find | a will be a valuable asset to the company. |
| 2 I am writing to apply for | b to help your company develop new products. |
| 3 I have more than ten years' | c the opportunity of an interview. |
| 4 I have proved to be a good manager, | d have the opportunity of an interview. |
| 5 I am confident that | e the vacancy of marketing executive. |
| 6 I would very much appreciate | f experience in this field. |
| 7 I saw the vacancy | g details of my work experience enclosed. |
| 8 My programming skills will allow me | h my skills will prove useful in this post. |
| 9 I would be grateful to | i often exceeding monthly targets. |
| 10 I feel that my experience and skills | j advertised on your website. |

B. Find the correct prepositions:

- | | |
|----------------------------|---------|
| to be responsible | 1. in |
| to be in charge | 2. with |
| to be interested | 3. for |
| to rely | 4. of |
| to work | 5. to |
| to believe | 6. on |
| to be involved | 7. by |
| to be advertised | 8. at |
| to be fascinated/attracted | |
| to look forward | |
| to apply | |
| to be aware | |
| to participate | |
| to deal | |
| to refer | |
| to depend | |
| to focus | |

C.

Look at the different types of people. Which do you think are the most desirable for companies to employ?

This type of person:

- | | |
|--|--|
| 1 is able to come up with ideas | 6 has lots of energy and often gets excited |
| 2 is respected and listened to by others | 7 is concerned with details and getting things right even if it takes time |
| 3 is able to see different points of view | 8 likes to assess and evaluate |
| 4 can see how to put ideas into action | 9 is able to change with new situations |
| 5 is determined to succeed in their career | 10 is someone you can trust and depend on. |

Match the descriptions above (1–10) to the adjectives in the box (a–j).

- | | | | | |
|-----------------|--------------|---------------|------------------|--------------|
| a) enthusiastic | b) adaptable | c) methodical | d) reliable | e) ambitious |
| f) objective | g) creative | h) analytical | i) authoritative | j) practical |

- D. a) Find 9 more mistakes.
b) Fill in the gaps with the suitable words.

Dear Ms Saunders

Re: Position of Sales Intern

attached

Please find **attach** my CV in response to the above vacancy as advertised on your website.

I have just completed a sports education degrees and am looking for a chance to work for a dynamic interntional company like Surfing Technologies. As a keen and experience surfer, I organised a surfing team at university and last year we have won a national competition.

I have spent last three summer holidays working for a local surfing company, where my communication skills helped me to increasing their sales significant. In addition, the flexible working hours enabled me to complete the ASI Surfing Instructor Level 2 course last year. Due to my passion for surfing, I have always kept up-to-date with current trends and feel that I would be suitable fit for your company.

I would very much appreciate the opportunity of an interview to find out more about the position and to demonstrate how I can be of value to your company.

I look forward to hear from you.

Yours sincerely

Gemma Sinclair

advertised allow asset confident considered
degree enclosed exceeding experience grateful
have been vacancy

Paragraph 1

Please find my CV ¹ _____ .
I'm writing to apply for the ² _____ of manager as
³ _____ in *The Times*.
I'd like to be ⁴ _____ for the post of manager.

Paragraph 2

I ⁵ _____ working as a manager for 10 years.
I have a(n) ⁶ _____ in maths.
I have six years' ⁷ _____ in sales.
I have proved to be a capable manager often ⁸ _____
performance targets set.

Paragraph 3

I am ⁹ _____ (that) my skills will make me a strong
salesperson.
My skills will ¹⁰ _____ me to ...
I feel (that) my experience will be a valuable ¹¹ _____
to your company.

Last paragraph

I would be ¹² _____ to have the opportunity of an interview.
I would very much appreciate the opportunity of an interview.

E.

Complete the sentences with the correct forms of suitable verbs from the table.

1. Yesterday, I ate a pizza for lunch.
2. I _____ a lot of interesting people at the conference yesterday.
3. Michael is a colleague of mine. I _____ him for over 10 years.
4. I _____ four emails since this morning.
5. We _____ on a business trip to Italy last week.
6. What time _____ you _____ up this morning?
7. _____ you ever _____ sushi?
8. Jane is a teacher. She _____ over 100 students in her life.
9. During my first week at the company, my manager _____ me how to prepare contracts.
10. On Monday, I _____ for two hours to get to work. The traffic was awful.

Advice for **Jobseekers**

1 _____

It can be quite scary when it comes to marketing yourself. Although you may have had careers advice, this probably focused on which career is most suited to your skills and qualities rather than on the practicalities of looking for a job. However, you will be pleased to know there are several useful tips for jobseekers to help them get that all-important position.

2 _____

First of all, you will need to search online newspapers and job sites for suitable openings. When you find a position to apply for, you have to mould your experience to fit the job description. Many people don't get interviews because their curriculum vitae is not directly relevant to the job. Play up the skills you have that are needed for the job.

3 _____

Find out as much as you can about the company you are applying to. Look at their website and find out more about what the company does and the current issues it is facing. If you know someone who already works for the company, ask how they feel about their job.

4 _____

Think about the questions you could ask in your interview. Interviewees are always asked if they have any questions and these should not just be about pay and holidays. You need to show that you are eager to work for that company in particular and are interested in it. Your questions should demonstrate that you have thought about your interview. This will impress the interviewers who will look more favourably on you than on other candidates for the job who are not as well prepared. You need to stand out from all the other applicants.

5 _____

Don't lie. Employers will check. These days they may even look at social media accounts. You might want to delete anything they might consider inappropriate. Don't neglect to do this.

6 _____

Finally, the more you can demonstrate how eager you are based on the research you have done and the questions you have prepared, the better your chances of landing the job you want.

1 Read the article below and label the paragraphs (1-5) with the correct heading (a-f).

- a Tailor your CV
- b Show some enthusiasm
- c Do your research
- d Prepare for the interview
- e Overcoming fears
- f Tell the truth