

# Amir Looks for a Job Level 3

Fill in the blanks using the words in the table below.

cover letter	part-time	employer	job advertisements
referees	job interview	skill	résumé

1. A \_\_\_\_\_ is where you explain your résumé and provide more information about your work experience, education and skills for a job.
2. A person or business that pays people to work for them is called an \_\_\_\_\_.
3. When you meet the employer or manager to discuss a job you are interested in, it is called a \_\_\_\_\_.
4. When you work some days in a week, **not** 5 days for 8 hours, you work \_\_\_\_\_.
5. You will find \_\_\_\_\_ on a job search website and they tell you information about the job.
6. A document where you list your work experience, education, skills and hobbies is called a \_\_\_\_\_.
7. The people you put on your résumé who can talk about your skills or experience are called \_\_\_\_\_. They can be previous employers, teachers or cultural leaders, but cannot be friends and family.
8. When you can do something really well and have practised it a lot, it is called your \_\_\_\_\_. At work, this can include customer service, organisation, teamwork and communication.



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Use arrows or colours to match each word with its definition.

starting from scratch	people think positively about you after they meet you.
good impression	to try something.
tricky	challenging or difficult
a real chance	you are fairly sure something will happen.
give it a go	starting from the start again, often with nothing.

Circle these phrases in the story, then choose 3 to put in a sentence.

1.

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2.

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3.

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Answer the questions below.

1. Why did Amir need to get a job?

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2. What was Amir's previous work experience?

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3. How did Amir work out how to get a job?

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4. What information did Amir include in his résumé?

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5. Why did Amir feel confident when he applied for the jobs?

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6. Which skills did he write about in his cover letter and why?

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7. Why was Amir disappointed?

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8. Why do you think Amir got the job?

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# Amir Looks for a Job Level 3

Write detailed steps for applying for a job. The first one has been done for you as an example.

Step 1	Write a résumé. Make sure to include information such as work experience, education, skills and referees.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

