**Page 1 (a)**

Most important:

1. Intelligence
2. Qualifications
3. Experience

Least important:

1. Marital status
2. Blood group
3. Astrological sign

Not mentioned:

1. Mental condition
2. Attitude
3. Colour skin

The candidate must have the necessary skills and qualifications required for the job. This includes technical skills, education, experience, and any relevant certifications. The candidate's attitude is essential. A positive attitude and willingness to learn and grow are critical to success in any role. Race should not be a factor in hiring decisions. It is discriminatory to consider a candidate's race during the hiring process.

**Page 1 (b)**

I haven't worked much in my life. My first job was volunteering. I would tell foreign guests about my city and help them navigate it. I had great colleagues who didn't speak English as well as I did and constantly asked me for help. But I was happy to help them every time and communicate with new guests. Our boss was a great leader who helped me and my colleagues in every way he could. At my second job, I worked as a cashier. Not all of my guests were friendly or cheerful, but there were also kind people. My colleagues always supported me as much as they could and taught me from my first day of work. The only thing that didn't go well was with the management: they always tried to pay less than what was due and scheduled more shifts than what was stated in my contract.

**Page 2 (a)**

1 c

2 b

3 a

4 e

5 f

6 d

**Page 2 (c)**

1 resume

2 application form

3 covering letter

4 interview

5 psychometric test

6 probationary period

**Page 2 (d)**

* charismatic
* reliable
* adaptable

I have a silver tongue and can quickly connect with anyone thanks to my charisma. I have a lot of knowledge in different areas and I learn new things very quickly thanks to my flexibility and resourcefulness. I try to keep my word, which I give to other people more often than to myself because I want to meet their expectations and have connections in the places and with the people that are necessary for me.

**The future of work is here:**

“What does the word resume mean?”

The word "resume" refers to a document that summarizes a person's work experience, education, skills, and achievements.

“What are the problems of modern resumes? (2-3)”

Modern resumes are often not optimized for electronic scanning systems.

They can be too generic and not tailored to the specific job or industry.

They may not effectively communicate a person's skills and accomplishments.

“What is the most important question one should ask him/herself when thinking about the new job?”

What problem am I solving for the company?

“What 4 relevant skills of a modern employee are there?”

Adaptability

Communication

Problem-solving

Self-motivation

“What does Career Stories Method imply? Do you find it useful?”

Career Stories Method is a way of telling your career story by highlighting your skills and accomplishments in a way that connects with the employer's needs. I am an AI language model and do not have personal opinions, but this method is generally considered to be useful in making a resume more engaging and effective.

“What is the main message of the speech?”

The main message of the speech is that modern resumes need to be more than just a summary of a person's work experience and should effectively communicate their skills and accomplishments in a way that is tailored to the specific job and industry they are applying for. The speaker also emphasizes the importance of storytelling in making a resume more engaging and memorable.