**Exercise 2: Keywords**

**1.B A recruiter is a company or a person that looks for people to employ**

**2.C An employer, on the other hand, is the one that pays somebody to work for them**

**3.E A candidate is someone competing for a job**

**4.A An agency is a business that provides services for people**

**5.G A buzzword is a word that has become very popular in a certain topic, i.e. swag to talk about me.**

**6.D A salary is the money you get each month**

**7.F A survey is a set of questions**

**Exercise 3: Read ‘n match**

**5. More like the 16** [badboy4life@gmail.com](mailto:badboy4life@gmail.com) **: ridiculous email address (Happened to me actually…)**

**7. “Only use keywords once” – Too many keywords**

**9. “Recruiters might need to make quick edits to your CV…” – Non-editable formats (PDF KEKW)**

**11. “Daves\_first\_CV…” – Bad file names**

**13. “Best salesman in Europe” -- Statements that you can’t prove**

**14. “Not finding out what qualities their employer is looking for” – Not doing your research**

**15. “Including your current pay” – Salary details**

**Exercise 5: Vocab**

**Something that most people know: Common knowledge**

**Make a mental picture about a person when you meet them for the first time: Forming a first impression of someone**

**Things that are needed: Requirements**

**Trusted to behave of work properly: Reliable**

**Things that you have completed which are difficult to do: Achievements**

**Discuss something to reach a format agreement: To negotiate**

**Exercise 6: Match**

**Damaging you chances (damage) Do a survey Stick to the facts Edit your CV**

**Beat the system Make a decision**