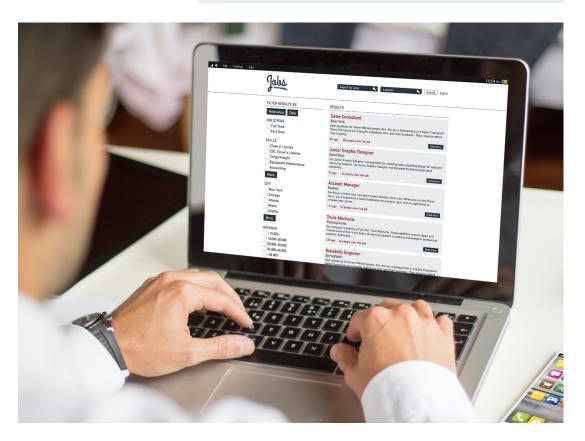
# STUDY REFERENCE READING Applying for a job

## Vocabulary

application form	noun	a form you complete with personal details and work history Complete an <b>application form</b> when applying for a job.
interview	noun	a formal meeting where people ask you questions for a job Job <b>interviews</b> make people nervous.
interviewer	noun	someone who interviews a job candidate Usually a manger is the <b>interviewer</b> in a company.
job advertisement	noun	an announcement in a newspaper for a job  Every week there are new job advertisements online.
position	noun	a job with a particular title — sales manager for example New employees begin in an entry level <b>position</b> .
offer	verb	to ask someone formally if they want to accept a job  The company is going to <b>offer</b> him a job.
invite	verb	to ask someone to come - to an interview for example If a company <b>invites</b> you to interview, that is a good sign.
company	noun	an organization that sells products or services Big cities are full of many types of companies.



## STUDY REFERENCE READING Applying for a job

### Reading Practice: Text

#### PLASTICS 4U 1051–1053 Seventh Avenue, New York, NY 10002

November 7

Simon Green 58 Hill Avenue Washington, DC 20006

Dear Mr. Green,

Thank you for your application form. We are pleased to invite you for an interview for the position of Sales Manager with this company.

The interview will be on Thursday November 20 at 9:00 a.m. Your interviewer will be Bill Robson, Sales Director. Before the interview, you will see our offices and meet some of the staff.

Please call me to confirm that you can come at this time.

We look forward to seeing you on November 20.

Sincerely,

Hamira Hussain

