

STUDY REFERENCE

LISTENING **Inquiring about a job**

Language Summary

Inquiring about a job 1

If you call or write about a job that you are interested in, you can start by saying:

I'm calling about the job opening on your website.

I'm writing to inquire about the position you advertised.

Inquiring about a job 2

If you want to know if the job is still available, you can say:

I was wondering if the position is still open.

Do you know if the position is still open?

Has the position been filled?

Inquiring about a job 3

If you call or write about a job, you may want to ask for some details. For example:

Full-time, Part-time, Permanent, Temporary

Is the position **full-time/part-time**?

Is it a **full-time/part-time** position?

Could you tell me if the position is **full-time or part-time**?

Is the position **permanent** or **temporary**?

Benefits

Are there **medical benefits**?

Could you tell me if there are **medical benefits**?

Does the position include **health insurance**?

Vacation leave, Sick leave

Is there **paid vacation time/paid sick leave**?

Could you tell me if there is **paid vacation leave/paid sick leave**?

Inquiring about a job 4

If you want to know who or where to send your resume to, you can say:

Who do I send my resume to?

Could you tell me where to send my resume?



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Listening Practice: Transcript

Receptionist: Thank you for calling Perry's Books. Can I help you?

Caller: Yes, I'm calling about the job opening on your website.

Receptionist: The sales manager position? Yes. What can I tell you about it?

Caller: Has the position been filled?

Receptionist: No, it hasn't, but they're starting to do interviews, so you should apply soon.

Caller: Okay. Is it a full-time position?

Receptionist: Yes, 40 hours a week.

Caller: And is the position permanent?

Receptionist: No, actually, it's a temporary position, but it could become permanent.

Caller: Okay. Does the position include health insurance?

Receptionist: Yes, it does. And there are also dental benefits.

Caller: Great. Is there paid sick time?

Receptionist: Yes, there is. We get 10 paid sick days each year. We also get 10 paid vacation days each year.

Caller: Wonderful. Could you tell me where to send my resume?

Receptionist: Actually, you can apply right on our website. Just click on the link that says, "Apply here".

Caller: Thank you very much!

Receptionist: You're welcome. Good luck!

