

STUDY REFERENCE

READING Applying for a job

Vocabulary

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



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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

