

Application for Employment cont.

C. Sentences

Fill in the blanks with the correct word or expression from the list on the right.

1. His previous employer gave him a very good reference because he was an excellent worker.
2. You don't need experience for that job. The company will train you.
3. The restaurants will lay off many waiters when the tourist season is over.
4. When you write your resume, you should include your education, skills, and work experience.
5. Mario wants to quit his job. He doesn't like working the night shift.
6. When Joe applied at the store, the manager told him there were no jobs available.
7. Knowing a second language is an asset if you work in a hotel.
8. Besides a good salary, the company offers many benefits such as medical insurance, a pension plan, and a three-week paid holiday.
9. He works at a fast-food restaurant. His hourly wage is eight dollars.
10. He won't get the job. He doesn't have the necessary qualifications.
11. A union is an organization of workers.
12. It is essential to have a car if you are a travelling salesperson.
13. John earns \$10.00 an hour, but his boss promised to give him a raise in a few months. He'll probably be making \$11.50 an hour then.
14. Most workers retire by the age of 65.
15. You should apply to ABC Co. right away.
I hear they are planning to hire 20 new employees.
16. The boss is going to fire John because he is always late.

Word List:

- hire
- fire
- lay off
- available
- reference
- resume
- retire
- asset
- essential
- train
- shift
- wage
- benefits
- union
- qualifications
- raise