

**Exercise 2**

Peter Connolly needs a new employee to work as a sales assistant in one of his shops. He decided to put an advertisement in his local newspaper. The most important words from the advertisement are in the key vocabulary. Put the correct word from the key vocabulary into the sentences below the advertisement to complete each definition.

**Key vocabulary**

- team
- well-motivated
- applicant
- track record
- wide range
- temporary
- maternity leave
- C.V.
- covering letter
- closing date

*An exciting opportunity to be part of our great sales **team!***

## THE CHATSWORTH SHOE BOX

...is looking for a **well-motivated** sales assistant to work in our busy town centre shop. The successful **applicant** must be prepared to work 35 hours a week (full-time) and should have a good **track record** in the retail industry. He or she will have a **wide range** of duties including serving members of the public and window-dressing. The position is a **temporary** one for 12 months to cover **maternity leave**.

Apply by sending your **C.V.** and a **covering letter** to:

Mr Peter Connolly  
The Chatsworth Shoe Box  
10 Portugal Place, Chatsworth CH1 1BD.

The **closing date** for applications is 25 August.

- a A \_\_\_\_\_ person is someone who is ambitious and wants to work hard.
- b A period of \_\_\_\_\_ is the time that a woman is away from work before and after the birth of her baby.
- c A \_\_\_\_\_ is a document that tells an employer about a person's previous experience of work and what qualifications that person has. This document is called a 'resume' in the USA.
- d A \_\_\_\_\_ is an informal name for a group of people who work together.
- e A \_\_\_\_\_ of duties means a variety of different duties.
- f Something that is \_\_\_\_\_ is only for a limited period of time. It is the opposite of permanent.
- g An \_\_\_\_\_ is a person who asks to have something, especially a job.
- h A \_\_\_\_\_ is the name of the letter that a person sends with a job application.
- i The \_\_\_\_\_ for a job application is the last date that the employer will accept an application from someone.
- j A person who has a \_\_\_\_\_ in a particular job has previous experience of doing that job.