

Work



If you want a new job you can look for a _____.

vacancy



If you think a vacancy might be for you, you can _____ for the job.

apply



When you apply for a job you have to send your CV and a _____.

cover letter



The document with details about your qualifications and experience is called a _____.

CV



A short document that lists your qualifications and experience is called a _____.

resumé



When you are at university you might do an _____ to get some work experience.

internship



When you apply for a job you often have to provide _____ from previous employers.

references



In my company all the employees have to go on 2 _____ a year to develop their skills.

training courses



The money you get every month is your _____.

salary



If your salary goes up, it's called a _____.

pay rise



I worked really hard last year and I got _____ to manager.

promoted



I'm a line manager - I'm in _____ the marketing team.

charge of



When a company has financial problems workers are often made _____.

redundant



I don't like my job. I think I'm going to _____.

quit



The CEO _____ after the company made a loss for the third year in a row.

resigned



I think we need to _____ some more staff because we have so much work.

hire



I got _____ because I stole some money from the till.

fired



People who work for a company are called _____.

employees



As HR manager I am _____ for recruiting new employees.

responsible



After my kids were born I decided to work _____ so that I could spend more time with the kids.

part time



My company doesn't have an office. We all work _____ and communicate via Skype.

remotely



I think that being a Mum is a _____ job. I don't think I could work at the same time.

full time



On Mondays and Fridays I work _____ but from Tuesday to Thursday I go to the office.

from home



In 2017 Donald Trump _____ from Barack Obama as President

took over



My company has offices all over Europe so I often have to go on _____.

business trips



My Grandad loves his job, so he hasn't _____ even though he is 78 years old!

retired



If I meet all my targets I get a _____ at the end of the month.

bonus



In my country you can get your _____ when you are 65.

pension



I _____ from Brighton to London every day.

commute



It is difficult to create a successful retail business because there is so much _____.

competition



I get 4 weeks' _____ every year. I always go away.

leave



I am _____. I am my own boss.

self-employed



I _____ yesterday because I had a sore throat and I couldn't speak.

took a day off



I am a _____ translator. I don't work for an agency or a company.

freelance