

Job interview

Complete the sentences with the words: receive, return, study, went, work

I _____ engineering at Edinburgh University. In 2005, I _____ a Master degree in Petroleum Engineering. I then _____ to Dubai, and I _____ for Agip for three years. I _____ to the UK in March this year, and I'm now looking for a new job.



Answering a job advert

Complete the letter, using five of the phrases in the box. Use the correct punctuation.

As you may be aware
I would appreciate it if you could
Concerning _____ please do not hesitate to call me
Do let me know _____ Thanks for
I am attaching _____ this is to inform you that
_____ unfortunately

Dear Mr Morgan

_____ your letter, dates 11th October, _____ the job as Maintenance Suervisor. _____ I am available for an interview on Tuesday 21st October. _____ send me a full copy of the job description. _____ the contact details of my previous employers as reference.

Kind regards
Adam Davies

Job description

Complete this job description with the words: check, have, inspect, make, maintain, order, repair, report, supervise, work.

Job description of the chief mechanic on the Nord Oil Platform



The Chief Mechanic is responsible for maintaining all the mechanical equipment on the oil rig. He or she (1) *repairs* the diesel generators, and (2) _____ every machine on the rig. He/She (3) _____ all the equipment daily, and (4) _____ sure that all machines are in good working order. He/She (5) _____ broken equipment and (6) _____ replacement parts and new tools. Most of the time he/she (7) _____ outside or on deck. The Chief Mechanic (8) _____ to the rig Maintenance Manager, and (9) _____ a small crew of two assistant mechanics and two motormen. He/She normally (10) _____ a two weeks on/two weeks off schedule.

Complete a CV

Listen to the interview. Complete the missing sections and update some of the information.

Curriculum Vitae



Personal information

Surname / first name(s): Muti, Laura

Desired employment: Computer technician

Work experience

Dates: from _____ to _____

Main activities and responsibilities: Do computer upgrades; install software, memory cards, anti-virus systems, etc.

Name and address of employer: Wiggins Support
Unit 12
Delly End Industrial Estate
Windsor

Type of business or sector: Information Technology

Reason for leaving present/last employer: Wants to move to Swindon