

Work experience

1 Getting your first part-time job

On the following website you will find a lot of information about how to find your first part-time job. Study this page and then tick the right answers to the questions below. Sometimes more than one answer is correct.



<https://www.thebalancemoney.com/tips-for-getting-your-first-part-time-job-2058650>

1. Preparing a neat CV (or resume) is important because
 - a) it gives your potential employer an idea whether you are prepared to work hard for his/her company.
 - b) it gives you a good opportunity to make yourself appear better than you are.
2. Make sure you are dressed properly at a job interview because
 - a) grandmothers like that.
 - b) employers like people who look after themselves properly.
3. Places to apply can be found
 - a) in a lot of different sources, e.g. the local press.
 - b) in books at the local library.
4. When you do not get the job you want
 - a) it is best to leave without saying a word because the company obviously does not deserve that you work for them.
 - b) it is better to stay friendly because the company might want to contact you at a later date.
5. The most important quality is
 - a) that a candidate shows self-confidence.
 - b) that a candidate knows how to interact with people.
6. After the interview candidates should get in touch with potential employers because
 - a) you should not leave it to someone else to contact you.
 - b) it shows your determination to get the job.

2 Accepting a job offer

Accepting a job offer is also very important. Watch this video and take notes of the most important things you should do when accepting a job.



<https://www.youtube.com/watch?v=4zkZJmWgFew>

Key:**1** Getting your first part-time job

1. a), 2. b), 3. a), 4. b), 5. b), 6. a) + b)