
Recruitment 1: Job advertising

Complete the conversation with words or expressions from the box.

advance	application	basic salary	benefits	candidate	colleagues
commencing	commission	covering letter	CV	drive (<i>noun</i>)	experience
incentive	increment	interview	leading (<i>adjective</i>)	motivate	post
relocation allowance	responsibilities	rewards package	team	vacancy	

- Sandra: What are you reading?
- Terry: I'm looking at the jobs pages in the paper. There's something here I like the sound of. Modus International, a **1.** _____ supplier of car parts, has a **2.** _____ for the **3.** _____ of Sales Manager in their Brighton office.
- Sandra: That sounds like your kind of job. When does it begin?
- Terry: Let me see. Er, **4.** _____ April 1st, it says here. That's in three weeks' time.
- Sandra: You'd better get your **5.** _____ in, if you're interested. What else does it say about the job?
- Terry: It says that the successful **6.** _____ should be suitably **7.** _____ and should have had extensive **8.** _____ in sales management.
- Sandra: That sounds perfect. You've got a University degree in Business Management, and you've been working in sales for more than five years.
- Terry: I suppose so. It also says that he or she should be able to work as part of a **9.** _____, and should have **10.** _____ and the ability to **11.** _____ and inspire his or her **12.** _____.
- Sandra: Well, that's great! You've always got on with the people you work with, and everyone is always saying how you're able to encourage people to work harder.
- Terry: That's true. It also says that the **13.** _____ include liaising with colleagues around the country, training new staff and presenting a full report to the board of directors twice a year.
- Sandra: It all sounds quite good. What's the company offering in return?
- Terry: The **14.** _____ they're offering looks very attractive. It includes a **15.** _____ of £25000 per annum...
- Sandra: What does that mean?
- Terry: Well, that's the minimum amount of money that you can earn during the year. In addition to that, they're offering 10% **16.** _____ on all sales made.
- Sandra: Well, that's a good **17.** _____. The more you work, the more you sell. And the more you sell, the more money you'll make!
- Terry: Exactly. There's also a guaranteed annual **18.** _____ of £1500, and a **19.** _____ of £2500.
- Sandra: What's that for?
- Terry: To pay me for moving to the area, finding somewhere to live, and so on. Oh, and there are other **20.** _____, such as a company car, free medical and dental insurance and free meals in the canteen. It also says that there is room to **21.** _____, so I might end up with an even better job within the company.
- Sandra: So what should you do if you're interested in applying for the job?
- Terry: It says I should send my **22.** _____, together with a **23.** _____, to their head office in Sheffield. If the company is interested, they'll contact me to arrange an **24.** _____ at one of their offices nearer home.