

**A. Vocabulary**

application	a nine-to-five job	extra benefits
to apply for a job	to work flexi-time	holiday entitlement
covering letter	to be self-employed	salary increments
CV (GB) or resume (US)	to work freelance / to be freelance	accommodation
job description	to do a job-share	health insurance
job vacancies	to work in a close-knit team	work permit
references	to work with a diverse range of sth	
to be short-listed	to meet a deadline	

**B. Positive description words**

motivated and eager

decisive

efficient

friendly and sociable

able to communicate with people

logical and analytical

competent

experienced

practical

qualified

reliable

persuasive

creative

ambitious

capable of

conscientious

enthusiastic

energetic