

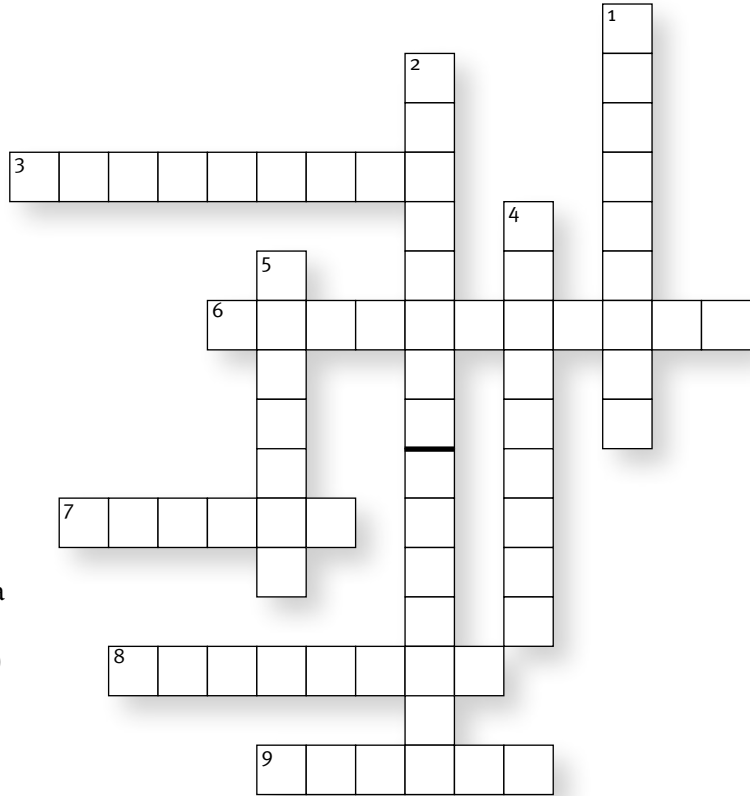
1 Complete the crossword using the clues below.

DOWN

- 1 A vehicle with two wheels and an engine (9)
- 2 A school for chefs (8, 7)
- 4 A covering letter should highlight an applicant's best ... , such as being hardworking and friendly (9)
- 5 Travel for holidays or business (7)

ACROSS

- 3 A type of home which is part of a large building. Called a flat in the UK (9)
- 6 Part of the tourism industry, which includes hotels and restaurants (11)
- 7 To give someone helpful information or make a recommendation (6)
- 8 To give your details to a recruitment agency (8)
- 9 A notice in a newspaper or online for a job vacancy (6)



2 Match questions 1–6 with answers a–f.

- | | |
|---|---|
| <ul style="list-style-type: none"> 1 <input checked="" type="checkbox"/> Can you tell me a little bit about yourself? 2 <input type="checkbox"/> And what professional qualifications do you have? 3 <input type="checkbox"/> What was your first job? 4 <input type="checkbox"/> And what do you do now? 5 <input type="checkbox"/> And what qualities do you bring to your work? 6 <input type="checkbox"/> Do you have any references? | <ul style="list-style-type: none"> a I have a certificate in hotel management from the London College of Tourism. b Well, my name's Arthur Brown. I was born in 1987. I'm married. I live in Rome with my family. I left university in 2009 with a degree in tourism. c When I graduated, I worked at The Lindenberg Hotel as a reservations clerk. It's part of the Dalton group. d Yes, Mrs Fabianna, the reception manager at The Lindenberg Hotel. e I'm now a receptionist at a large hotel in Rome called The Newington. f I'm very friendly and also hard-working. |
|---|---|

3 Find the spelling mistake in each line of the CV and correct it.

- 1 Adress *Address*
- 2 Telefone number
- 3 Emale
- 4 Date of berth
- 5 Edcation
- 6 Qualificasions
- 7 Work expirience
- 8 Skils
- 9 Pearsonal qualities
- 10 Referenses