

Reading Comprehension

Applying for a Job – Job advertisements

Read the following job advertisements.

1. **Needed: 500** extra computer systems available. Applicants should have at least 2 years' experience and be able to type 60 words a minute. No computer skills required. Apply to person at United Computers Ltd., 25 Downing Street.
2. Are you looking for a part-time job? We require 20000 more office cleaners for each day of the morning. No experience required. Applicants should telephone 150 440 2500 on 1500-1500 for more information.
3. Computer trained operators. Do you have experience working with computers? Would you like a job doing research and design on a variety of new computers? If you answer 'yes', you can do all or part-time work.
4. Teacher Wanted. Teaching kindergarten needs 20 teacher positions to help with classes from 8 am to 2:30 pm. Interested applicants should send applications to: Mrs. P. Jones, Director, 12345 Main Street, New York, NY 10001. For more information visit Teaching & Employment Services Bureau, Inc. 701.
5. Part-time work available. We are looking for retired adults who would like to work part-time in the weekend. Responsibilities include answering the telephone and giving customer's information for more information contact us by calling 800-555-7634.
6. Research positions open. The University of Cambridge is looking for a teaching assistant to help with computer's department. Applicants should have a degree in one of the following: Natural Science, Biology, Economics or History. Please contact the Director of Undergraduate Studies, University of Cambridge, 100 Brook Road, Cambridge, MA 02138.

Complete each question.

Match a person in each job advertisement (A-G) with a person (1-6) for each person.

1. Jane is retired. Jane recently retired and is looking for a part-time position. She would like to work with people and enjoy public relations work.

The best job for Jane is _____.

2. Jack is retired. Jack graduated from the University of Texas with a degree in Economics two years ago. He would like an academic position.

The best job for Jack is _____.

3. Margaret is a teacher. She works at a school and would like a part-time position to help pay for her two children's education. She can only work in the evenings.

The best job for Margaret is _____.

4. Steve is a computer operator. Steve was trained as a secretary and has 10 years' of experience. He is an excellent typist but does not know how to use a computer. He is looking for a full-time position.

The best job for Steve is _____.

5. Peter is a teacher. Peter used to be a teacher and student computer and technical staff. He is looking for a full-time job and something like a full-time position.

The best job for Peter is _____.

6. Amanda was a teacher. Amanda had a teaching job with children and has an education degree from the University of Michigan. She would like to work with young children.

The best job for Amanda is _____.