*Show off your skills*

1. Choose the correct option to complete the statements.
2. I know that I really fit the....

bill

1. I feel this job would be right up my ......

street

1. I really know how to push the......

envelope

1. I can think on my ....

feet

2. Rearrange the words to create sentences you could use in your application.

|  |
| --- |
| A. Please refer to my CV for more details. |
| B. What sets me apart from other candidates is my inside knowledge of the industry. |
| C. I would be available for interview at your convenience. |
| D. I am keen to take on even more responsibility. |

3. Replace each German word (in italics) in the sentences below with the correct English word.

A. I have (*fundierte*) knowledge of the industry.

extensive/ sound

B. Did you answer all the questions on the (*Formular*)?

form

C. With reference to your (*Announce*), I would like to apply for the position.

ad / advert/advertisement

D. In 2016, I (*absolvierte*) a course on design programming in the US.

completed

4. Complete the statements with the correct preposition

A. I am fluent **in** English and German.

B. My former employers were impressed **by** my knowledge and experience.

C. I was instrumental **in** creating a more efficient database.

D. I am passionate **about** production design.

E. I am used **to** working under pressure ant to meeting tight deadlines.

5. Knowledge check

|  |
| --- |
| A. How can a “referral” help with a job application?**If someone personally recommends you for a job it gives you better chance at getting an interview** |
| B. What is the English word for *Empfehlungsschreiben*? **reference/ testimonial** |

C. How could you use the word “suit” to show you are the ideal candidate for a job?

|  |
| --- |
| **I am ideally suited for the position.** |
| D. What is the English translation of *fundiert*? **extensive/sound** |