

A JOB INTERVIEWS; CAREER ADVANCEMENT*Example:*

Be sure to arrive _____ for an interview.

- (A) overtime
 (B) on time
 (C) timely
 (D) exact

1. Before an interview, learn about the company so you are _____ with the company's work.

(A) confident
 (B) dependable
 (C) familiar
 (D) positive
2. Be prepared for questions about your strengths and your _____.

(A) weaknesses
 (B) abilities
 (C) characteristics
 (D) absences
3. The new job _____ was never advertised in the want ads.

(A) profession
 (B) entry
 (C) interviewer
 (D) opening
4. You should be able to explain to the interviewer your _____ goals and your plans for the future.

(A) past
 (B) long-term
 (C) familiar
 (D) financial
5. Most young people start their careers in _____ position.

(A) a qualified
 (B) an administrative
 (C) a managerial
 (D) an entry-level
6. If a position is _____, it is no longer open.

(A) filled
 (B) posted
 (C) applied
 (D) advertised
7. Employers look for applicants who are _____.

(A) annoyed
 (B) enthusiastic
 (C) provided
 (D) supervised
8. You may want to ask if there are opportunities for _____.

(A) raises
 (B) professions
 (C) advancement
 (D) goals
9. A positive _____ is an important ingredient for success in a job.

(A) training
 (B) resume
 (C) message
 (D) attitude

1 (A) (B) (C) (D)

4 (A) (B) (C) (D)

7 (A) (B) (C) (D)

2 (A) (B) (C) (D)

5 (A) (B) (C) (D)

8 (A) (B) (C) (D)

3 (A) (B) (C) (D)

6 (A) (B) (C) (D)

9 (A) (B) (C) (D)