

Vocabulary	Translation / definition	Part of speech	Know this word?
accountant	a person whose job is to keep or check financial accounts	noun	✗
admin	the activities that are done in order to plan, organize and run a business, school or other institution	noun	✗
advertisement	a notice, picture or film telling people about a product, job or service	noun	✗
applicant	a person who makes a formal request for sth (= applies for it), especially for a job, a place at a college or university, etc	noun	✗
apply	to make a formal request, usually in writing, for sth such as a job, a place at college, university, etc	verb	✗
career	the series of jobs that a person has in a particular area of work, usually involving more responsibility as time passes	noun	✗
cover letter	a letter containing extra information that you send with sth	noun	✗
CV	the abbreviation for 'curriculum vitae' (a written record of your education and the jobs you have done, that you send when you are applying for a job)	noun	✗
dear	used at the beginning of a letter before the name or title of the person that you are writing to	adj.	✗
diligent	showing care and effort in your work or duties	adj.	✗
disorganized	badly planned; not able to plan or organize well	adj.	✗
duty	tasks that are part of your job	noun	✗
employee	a person who is paid to work for sb	noun	✗
employer	a person or company that pays people to work for them	noun	✗
enthusiastic	feeling or showing a lot of excitement and interest about sb/sth	adj.	✗
full-time	for all the hours of a week during which people normally work or study, rather than just for a part of it	adj.,adv.	✗
honest	always telling the truth, and never stealing or cheating	adj.	✗
internship	a period of time during which a student or new graduate gets practical experience in a job, for example during the summer holiday/vacation	noun	✗
interview	a formal meeting at which sb is asked questions to see if they are suitable for a particular job, or for a course of study at a college, university, etc	noun	✗
lawyer	a person who is trained and qualified to advise people about the law and to represent them in court, and to write legal documents	noun	✗
location	a place where sth happens or exists; the position of sth	noun	✗
low-paid	earning or providing very little money	adj.	✗
manual	involving using the hands or physical strength	adj.	✗
motivate	to make sb want to do sth, especially sth that involves hard work and effort	verb	✗
optician	a person whose job is to examine people's eyes and to recommend and sell glasses	noun	✗
outdoor	used, happening or located outside rather than in a building	adj.	✗

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outgoing	liking to meet other people, enjoying their company and being friendly towards them	adj.	✗
overtime	time that you spend working at your job after you have worked the normal hours	noun	✗
part-time	for part of the day or week in which people work	adj.	✗
permanent	lasting for a long time or for all time in the future; existing all the time	adj.	✗
punctual	happening or doing sth at the arranged or correct time; not late	adj.	✗
reliable	that can be trusted to do sth well; that you can rely on	adj.	✗
résumé	a written record of your education and the jobs you have done, that you send when you are applying for a job	noun	✗
salary	money that employees receive for doing their job, especially professional employees or people working in an office, usually paid every month	noun	✓
scientist	a person who studies one or more of the natural sciences(= for example, physics, chemistry and biology)	noun	✗
temporary	lasting or intended to last or be used only for a short time; not permanent	adj.	✗
vacancy	a job that is available for sb to do	noun	✗
vet	a person who has been trained in the science of animal medicine, whose job is to treat animals who are sick or injured	noun	✗
volunteer	a person who does a job without being paid for it	noun	✗
well paid	earning or providing a lot of money	adj.	✗
Yours faithfully	used at the end of a formal letter before you sign your name, when you have addressed sb as 'Dear Sir/Dear Madam, etc.' and not by their name		✗
Yours sincerely	used at the end of a formal letter before you sign your name, when you have addressed sb by their name		✗