

Reading adverts: tasks for jobseekers - answers

Office Assistant (F/T)

Reliable person needed with excellent computer skills and ability to work on own initiative.

£1,200 pcm

Email CV with covering letter to esmesmith@officeangels

Task 1

What do the following abbreviations stand for?

- | | |
|--------|---------------------------|
| a. F/T | full-time |
| b. CV | Curriculum Vitae |
| c. pcm | per calendar month |

Task 2

What is the annual salary for the Office Assistant job? **£14,400**

Task 3

Which word in the advert means 'can be depended on'? **Reliable**