



Name _____ Class _____ Date _____

Advertised Position

Dynamic Store Manager

Are you good at selling?

Can you manage a store?

Can you make the customer your No 1 priority?

- ◆ City location
- ◆ Excellent salary and bonus structure (Salary: \$35,000 + bonus + 30% discount on items)



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stocking the shelves, selling and managing the sales team.

Does this sound like you? If it does, send us your application. Tell us why you want this job and why you would be good at it. You can email Eva at eva@email.com if you have any further questions. Send application by the 20th of May to: Eva at 110 Wattletree Road, East Lake, MI44567.



Name _____ Class _____ Date _____

Advertised Position 1

- Companies will advertise in the newspapers or on the Internet when a position becomes vacant or they need to employ a new worker. Have a look at the advertisement for a Dynamic Store Manager and answer the following questions:

1. What is the advertised job?

2. Write down two facts you know about 'Central Galore Shops'.

3. When do applications for this advertised job close?

4. If you were offered this job, how often would you have to work each week?



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10. Think of two questions to ask Eva about the job. Write them down.

i) _____

ii) _____

11. How do you send your questions to Eva?

12. Where would you most likely see this advertisement?



Name _____ Class _____ Date _____

Advertised Position 2

13. List four duties you think you would have to do in a day if you were the store manager.

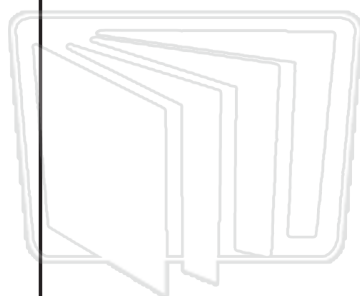
14. List three possible reasons the last store manager left.

15. A resume is an outline of all the skills you have. For example, if you have computing skills, you can put that in your resume. If you have experience in sales, you can put that in as well. You should also include details about previous work experience.



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Name _____ Class _____ Date _____

Advertised Position 1

- ❑ Companies will advertise in the newspapers or on the Internet when a position becomes vacant or they need to employ a new worker. Have a look at the advertisement for a Dynamic Store Manager and answer the following questions:

1. What is the advertised job? **Store Manager**
2. Write down two facts you know about 'Central Galore Shops'.
a) **15 stores across the state** b) **They are looking for a new Store Manager**
c) **They sell everything from clothes to footwear to board games.**
3. When do applications for this advertised job close? **20th of May**
4. If you were offered this job, how often would you have to work each week?
Monday-Friday plus working every second Saturday



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10. Think of two questions to ask Eva about the job. Write them down.

- i) **Answers will vary.**
- ii) _____

11. How do you send your questions to Eva? **Email Eva at eva@email.com**

12. Where would you most likely see this advertisement? _____

Newspaper and the Internet



Name _____ Class _____ Date _____

Advertised Position 2

13. List four duties you think you would have to do in a day if you were the store manager.

Answers will vary, may include a) opening and closing the store; b) balancing the till; c) handling customer complaints; d) selling; e) organizing the rosters

14. List three possible reasons the last store manager left.

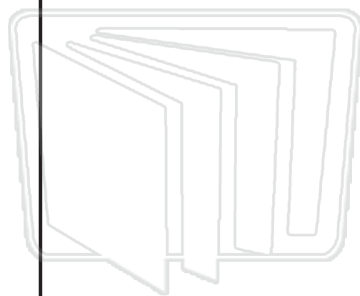
Answers will vary, could include a) New job; b) leaving town; c) fired; d) fallen ill; e) having a baby

15. A resume is an outline of all the skills you have. For example, if you have computing skills, you can put that in your resume. If you have experience in sales, you can put that in as well. You should also include details about previous work experience.



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