**Looking for Work 6**

**First Listening:**

1. What job is the ‘Help Wanted’ ad for?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How do you apply for the job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Second Listening:**

3. Why are the job duties of librarian assistant?

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Listening:**

Try to guess what goes in the blanks. Listen again and compare your answers.

A: Here’s that ‘Help \_\_\_\_\_\_\_\_\_\_\_\_’ ad for the librarian’s \_\_\_\_\_\_\_\_\_\_\_\_.

B: Does it say what the job \_\_\_\_\_\_\_\_\_\_\_\_ are?

A: It says, “The librarian’s assistant is responsible for \_\_\_\_\_\_\_\_\_\_\_\_ books to \_\_\_\_\_\_\_\_\_\_\_\_ as well as helping \_\_\_\_\_\_\_\_\_\_\_\_ find books and other resources.”

B: I can do that. How do I \_\_\_\_\_\_\_\_\_\_\_\_?

A: It says you need to \_\_\_\_\_\_\_\_\_\_\_\_ a resume and \_\_\_\_\_\_\_\_\_\_\_\_ letter via email.

B: I don’t have a resume. I’d \_\_\_\_\_\_\_\_\_\_\_\_ write one tonight.

**Looking for Work 6**

A: Here’s that help wanted ad for the librarian’s assistant.

B: Does it say what the job duties are?

A: It says, “The librarian’s assistant is responsible for returning books to shelves as well as helping patrons find books and other resources.”

B: I can do that. How do I apply?

A: It says you need to submit a resume and cover letter via email.

B: I don’t have a resume. I’d better write one tonight.