Experience that transfers

CEFR B1 | Unit 2: Careers | Reading

Read the original text. You may underline evidence and reread as needed.

Name _____ Date _____

The community centre needs a paid weekend coordinator. The role involves welcoming visitors, keeping booking records and resolving simple scheduling problems. Applicants need experience of dealing with people and organizing information. A formal management qualification is not required.

Priya has worked in a cafe for three years. Before she became a shift assistant, she had spent a year helping a sports club with its bookings. At the cafe, she used to record orders on paper; now she checks a shared digital system. Last month, two groups arrived with bookings for the same room. She was able to arrange a second space and explain the change calmly.

Her application does not claim that cafe work and community coordination are identical. Instead, she gives examples of transferable experience. She mentions checking records, explaining changes and meeting opening deadlines. She asks a supervisor to provide a reference about her reliability.

Priya also identifies a gap: she has not used the centre's booking software. In her email, she asks whether training is provided and offers to attend an introductory session. The specific examples make her suitability easier to assess than a list of unsupported adjectives.

Original Ilmiya practice text. Scenarios and research examples are fictional.