

Rearrange the following email in the correct order by writing in the box provided.

First of all, I am a 17-year old student from Malacca and I studied arts at school.

I look forward to hear from you. Good bye.

Subject: Job application

I am writing to apply for the position of summer shop assistant which I saw advertised recently on the Internet.

Jake Ally

During my free time, I always volunteer at a local club to help the needy.

To: Robert Brown, Manager of Art Craft Shop

Finally, I would enjoy working at your shop because I am interested in arts and crafts

Yours sincerely

Dear Sir,
