KINGDOM OF BAHRAIN

Ministry of Education

Zanubeya Intermediate Girls School

مملكة البحرين

وزارة التربية والتعليم

مدرسة زنوبيا الإعدادية للبنات

Department of English Language

Third Intermediate

2e: *Writing a letter of application*

1. Match the headings to the examples.

Availability	I worked as a secretary for four years, and as an assistant manager in a prestigious company for three years. Having worked in management, I became more patient and open-minded. I am an energetic and diligent person. I have what it takes to be your next executive secretary.
Experience and personal traits	I saw your company's ad the other day and I am interested to apply for the position of executive secretary.
Age and qualifications	It would be my pleasure to join your company. I am ready to start right away.
Reason for writing	I am twenty-eight years old and I have a bachelor's degree in business management as well as a master's degree in management analytics.

LIVEWORKSHEETS

2. Re-order the letter of application below (drag the squares to the e-mail page picture).

I am a twenty-year-old multimedia student, and I study at University of Bahrain. I have never worked with a company before, but I did some freelance work for random clients through my personal website which I created a year ago. I also participated in a project organized by MYS. I designed the logo of an event they hosted in February. I am creative and responsible. I am a team player; I tend to be very flexible when it comes to teamwork.

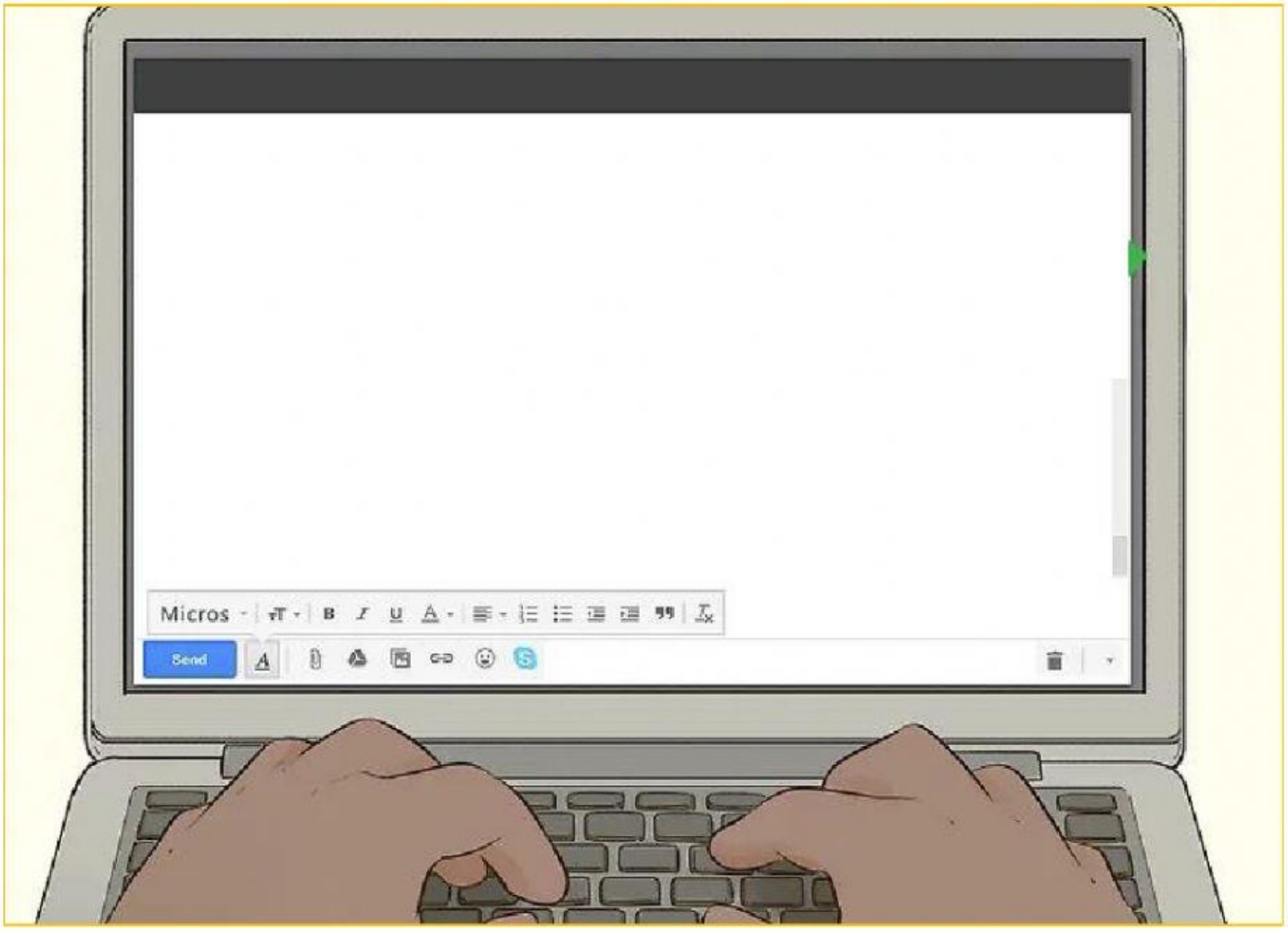
It would be an honour for me to work for a company such as yours. I am looking forward to your reply.

Yours sincerely,

Malak Abdulla

Dear Mrs. Adams,

I am interested to apply for the position of part-time graphic designer which I saw advertised in your company's LinkedIn page.



LIVEWORKSHEETS