***Name:***

**Write 1-10 to reorder the letter.**

_____ Dear Sir or Madam,

_____ I am reliable, honest, hard-working, and good at communication. If necessary, I can send you a reference from the Director of the Happy Mind Charity Centre.

_____ Director ; Heart to Heart Charity Office ; 15 Ha Thanh Street

_____ I am writing to apply for the job of a volunteer at your Heart to Heart Charity Office. I saw the advertisement on our school notice board last Monday.

_____ Yours faithfully,

_____ 25 Giai Phong street, Hoang Mai District, Ha Noi ; 29 October, 2020

_____ I am available for an interview any day after school or at weekends. If my application is successful, I can start working from next week in the afternoon and at weekends.

_____ I look forward to hearing from you.

LIVEWORKSHEETS

_____ Trần Minh

_____ I have experience of doing office work. Last summer, I had a chance to volunteer at the Happy Mind Charity Centre as a front office worker. There, I received visiting donors and volunteers as well.

LIVEWORKSHEETS