

## *A letter of application*

### Complete the letter with the given words.

**hardworking / organisational / enclosed / advertisement / team /  
apply / available / worked / job / graduated / forward**

Salim Al-Harhi

41 Ruwi Street

Muscat

E1 7AD

Muscat, 15<sup>th</sup> March, 2022

I am writing in reply to your .....in *Shabiba newspaper* on Monday 14<sup>th</sup> March, 2022. I would

like to ..... for the.....of a receptionist in your hotel.

I am a well-organised, ..... and conscientious person. I have ..... and computer

skills. I speak English fluently and I work well in a ..... I have not ..... as a receptionist before,

but last year I worked in Hotel President for 6 months as a Waiter. I..... from Hotel and Tourism

Vocational School and I have a Diploma in Leisure and Tourism.

Please find..... a copy of my CV. I am ..... for interview at any time. I look

..... to hearing from you.

Yours faithfully

Fahad Al-Rahbi