

COVERING LETTERS

5 Read this covering letter from a job applicant. Which job is he applying for?

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Human Resources Manager  
Fun Parks  
Ref. 1179 Fun Park applications

irLanguage.com

Dear Ms Isabela Monti,

I \_\_\_\_\_ for the position of Children's Recreation Supervisor \_\_\_\_\_ on your website on 15 October. I am very interested in working for Fun Parks because I enjoyed the Pirate Park very much when I visited it recently with a group of children.

At the moment, I am studying for a diploma in Tourism Management at the University of Macedonia in Skopje but I am looking for work during the summer vacation. I am in my first year, although \_\_\_\_\_ in working for an after-school club. \_\_\_\_\_ organizing activities and excursions for young children. Please \_\_\_\_\_.

My supervisor says I am outgoing, hard-working and creative. \_\_\_\_\_, I am enthusiastic and I work well in a team. \_\_\_\_\_ from my CV, I speak English and many Eastern European languages fluently.

If you are interested in my application, \_\_\_\_\_ regarding a possible interview. \_\_\_\_\_ hearing from you.

\_\_\_\_\_

Miroslav Wasilew

6- Complete the letter in Exercise 5 with expressions from the Professional skills box

PROFESSIONAL SKILLS:  
WRITING A COVERING  
LETTER

I am writing to apply

As you can see

Yours sincerely,

In addition

find attached a copy of my CV

I have two years' experience  
as advertised

My responsibilities include

please do not hesitate to contact me

I look forward to