

Kingdom of Bahrain

Al Fateh Secondary Boys' School

English Department.

Complete the following sentences with words from the box below:

writing - enclosed - worked - forward - contacted

- 1- I look to hearing from you in the near future .
- 2- I am with reference to your advertisement.
- 3- Please find a copy of my CV.
- 4- I can be on the above phone number at any time.
- 5- In fact, I have as an administrative assistant at BISB Bank for the past five years.

Mark the following sentences with the correct heading:

Introduction - body - conclusion -

- I am writing this letter in connection with your advertisement in Instagram to apply for the position of a teacher. ()
- I look forward to hearing from you. ()
- I am interested in this job because you offer higher chances of personal and professional growth. ()
- I would appreciate a reply as soon as possible. ()
- I have a diploma in business managements. ()