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. ( )

LIVEWORKSHEETS