Read Kate's covering letter. Which parts sound too informal? Replace them with words from the box.

1. extensively with young adults
2. respect my leadership abilities
3. I find it easy
4. very interested in
5. have a certain understanding of
6. Please find enclosed
7. look forward to hearing
8. considerable
9. many of the relevant qualifications
10. have travelled widely
11. Mr Sullivan,
12. Yours sincerely,
13. in the March edition of the magazine *Holiday Jobs for Graduates*
14. believe
15. organizing a variety of activities
16. establish a good working relationship

31 Rendlesham Way
Watford
Herts

Mark 5ullivan
106 Piccadilly
Bristol

17 March, 2020

Dear ***Mark,***

I am applying for the post of camp leader, which I saw advertised ***somewhere recently***.
Here's my CV.

I ***reckon*** I ***have just about everything needed*** for this job. I have worked ***loads with kids*** , ***doing all kinds of stuff*** . They ***generally do what I tell them*** , and we ***manage to have a great time*** together. Having studied psychology and education at university, I ***know quite a bit about*** the behavior of kids.

I am ***really into*** sport, and have ***lots of*** experience of organizing training events. I am a very practical person, easy-going, and ***it's no problem for me*** to make friends. I **have been** all over the place, and enjoy meeting new people.

I ***can't wait to hear*** from you.
Best wishes
Kate Henderson