

A letter of application

Ex.1 Complete the letter with the given words.

hardworking / organisational / enclosed / advertisement / team / apply / available / worked / position / graduated from / forward

Martin Brown
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London
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London, 27th October 2020

Dear Sir or Madam,

I am writing in reply to your..... in *The Times* on Monday 26th October 2020. I would like to for theof 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 waitress. I Hotel and Tourism Vocational School and I have a Diploma in Leisure and Tourism.

Please find..... a copy of my CV. I amfor interview at any time. I look to hearing from you.

Yours faithfully,

XYZ

Ex.2 Arrange the ideas in the order they should appear in a letter of application. Write the numbers next to each idea.

- information about CV
- personality
- where and when you saw the advert
- skills
- qualifications
- what job you are interested in

- interview
- concluding sentence
- experience

Ex.3 Practice some positive personality adjectives. Write the English words next to the Polish ones.

caring / honest / hardworking / conscientious / loyal / patient / modest / sincere / ambitious / flexible / organised / impartial / trustworthy / punctual / reliable / talkative

rzetelny , sumienny

troskliwy

pracowity

lojalny

cierpliwy

skromny

godny zaufania

bezstronny

punktualny

elastyczny

zorganizowany

uczciwy

sumienny

szczerzy

ambitny

gadatliwy