

Reading E3 practice

5. 16th May 2019

1. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

2. Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references, **which** are all from previous employers.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I am bilingual in Arabic and English
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for **additional** information on my experience. I also speak Spanish and French fluently.

I can be reached any time via email at john.donaldson@gmail.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

3. Sincerely,

4. John Donaldson



John Donaldson

1. Write the number of the correct **highlighted** features of a letter:

Signature	
Closing	
Address	1
Date	
Greeting	

2. John Donaldson wrote this text:

- A) to apply for a university course
- B) to make a complaint
- C) to apply for a job
- D) to ask for a pay rise

3. What does the word **which** refer to in the first paragraph?

4. Which word could replace the word **additional** in the text?

- A) interesting
- B) honest
- C) essential
- D) more

5. Who would usually read this text?

- A) College enrolment officer
- B) Small business advisor
- C) Bank manager
- D) Recruitment officer

6. How many languages can John speak in total?

7. John has a qualification in Computer Programming.

- A) True
- B) False

8. Which word in the second paragraph means the same as **think**?

9. John wants to _____ Mr. Gilhooley that he is a strong candidate for the position.

Choose the best word:

- A) persuade
- B) warn
- C) advertise
- D) instruct

10. This list of jobs is in alphabetical order. Where would you find the job **Police Officer**?

- A) After Park Warden
- B) After Phone Salesman
- C) After Programmer
- D) After Psychologist

11. John is applying for a position to work at the *Times Union*.

- A) Yes
- B) No

12. What other documents is John sending with his letter?

13. Can Mr. Gilhooley contact John by phone during the evening?

- A) Yes
- B) No