

Read Ruth's cover letter, then match the informal phrases in bold in her letter with the formal phrases below.

Dear Sir/Madam,

1) I want to apply for the job of part-time lifeguard **2) that I read about** in the Daily Gazette on Tuesday, April 3.

I am in my final year of college and am considering a career as a P.E. teacher. **3) I just got** a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard **4) is a good idea** for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

5) I think I'm hardworking and enthusiastic. I am also good at working with people.

6) Here's a copy of my résumé. **7) I can come** for an interview at your convenience. **8) I can't wait to hear from you.**

9) Best regards,

Ruth Boswell

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|--------------------------|--|
| ☐ | I look forward to your reply |
| ☐ | Yours faithfully |
| ☐ | I am writing to apply for the position |
| ☐ | Please find enclosed |
| ☐ | I consider myself to be |
| ☐ | I am available |
| ☐ | which was advertised |
| ☐ | would be a useful experience |
| ☐ | I recently obtained |