Full name:…….. **Class:…….**

The following emails are in the WRONG ORDER.

Put them in the CORRECT ORDER to make complete emails.

Email 1	Answers
1. I am writing with reference to the position of Night Auditor as advertised in The Guardian of 11 January. Please find enclosed a copy of my CV outlining my background and qualifications for your consideration. 2. I am available for interview at a time and place of your convenience, reached at the above postal and email addresses or on 0033 15543 7574. I appreciate your time and consideration and I look forward to hearing from you soon. 3. Dear Sir or Madam, 4. Yours faithfully, 5. As an Assistant Manager of a three-star hotel, I have experience of managing staff and dealing with guests. I also have practical experience of increasing room occupancy and producing financial statistics. If given the opportunity, I am confident that I could make a valuable contribution to the running of the hotel.	

LIVEWORKSHEETS

Email 2	Answers
1. I look forward to hearing from you soon. 2. However, my husband has recently been re-located to Manchester by his company, and I am therefore seeking a position in the same area. 3. Yours sincerely, 4. I have enclosed my resume that outlines in detail my qualifications and experience as well as an open letter of recommendation from London Central Library. 5. I graduated with a Master's degree in librarian studies in 2009, and began my career in Guildford Public Library. In 2015, I moved to Central Library, London, and in 2018 was promoted to subject specialist in the humanities department. During the past ten years, I have also been actively involved in academic research, and have published several articles in "Librarian Now", "Library Matters" and "Librarian Daily". I also teach librarian studies on a part-time basis at the university of London. 6. I am writing in response to the advertisement you placed in the Manchester Evening News for a librarian. 7. Dear Mrs. Washup,	

LIVEWORKSHEETS

Email 3	Answers
1. I completed my dissertation on industrial modernization, and published several articles in "The Manager" and "The Journal of Strategic Management". I have also travelled widely throughout Europe and Asia as a guest lecturer in many prestigious universities, including the University of Tokyo and the University of Paris. 2. Dear Professor Jarvis, 3. Yours sincerely, 4. I graduated in 2009 with a degree in International Finance and spent the first five years of my career working for the local government in the environmental planning department. In 2014, I returned to university and read for an MBA in strategic management. 5. I am writing to submit my application for the Ph.D. scholarship in strategic management. 6. I believe that the advanced knowledge and understanding I would gain from pursuing a Ph.D would put me in a strong position to assist in the continued modernization of industrial practices in Vietnam. 7. I look forward to hearing from you soon.	

LIVEWORKSHEETS