

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

41 Oxford Street

London

E1 7AD

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 the [] of 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 am [] for interview at any time. I look [] to hearing from you.

Yours faithfully,

XYZ