

**Write a letter (150–180 words) applying for the position of a part-time receptionist. Use the model and tips in 1, and the suggestions below to help you.**

2222 Nguyen Trai Road, Thanh Xuan District, Ha Noi  
1036 Hang Dau Street, Hoan Kiem District, Ha Noi  
16 July, 20...



*Dear Sir or Madam,*

*I am writing to apply for ...*

*I am ... Last summer, ...*

*I consider myself.../I am ...*

*I would be delighted to ...*

*I am available for an interview on ...*

*If my application is successful, I will be able to start work ...*

*I look forward to hearing from you soon.*

*Yours faithfully,*