

Worksheet: put the correct 5 **present perfect verbs** in this formal letter.

British Red Cross Charity Shop
190 Soho Road
Handsworth
Birmingham
B21 9LR

44 Thistle Drive
Aston
Birmingham
B6 6AB

Dear Sir/Madam

I ____ (see) your advertisement in the 'Metro' newspaper.
Please would you send me an application form for the Saturday job in the British Red Cross charity shop on Soho Road?

I ____ (work) in shops before. Last year, for example, I **spent** two months in my uncle's shoe shop in Kent and when I **was** at school, I **sold** fruit and vegetables on a Saturday market.

I ____ (live) in Birmingham for six months now. I ____ (start) a short course in Business at a local college. I passed all my English exams my local college and I ____ (use) a computer for two years. I also like talking to people and helping them.

I look forward to hearing from you.

Yours faithfully,

Khurshid Kur