

Name:

Unit 3. Covering letter

Ms.Reem

Task: Use the words/ expressions below to complete a covering letter.

work placement	available for interview	skills	look forward
degree	delighted	position	

Dear Ms Khan,
Re: Fitness Instructor

25 September

I am a student studying Sports Management at the University of Surrey. I am writing to apply for the ¹ _____ of Fitness Instructor, which you advertised in today's KeepFitOnline.com.

I have been interested in healthy living and fitness for many years, which is why I chose to study for a ² _____ in Sports Science at the Bahrain Sports Institute. I graduate in three months' time and would like to work in a Health and Fitness club. I was ³ _____ to see your advert because your clubs have an excellent reputation.

I am an outgoing, confident person and believe that I have good communication ⁴ _____. I speak French fluently and Arabic to an intermediate level. Last summer, I worked with a dietician at a hospital and gained useful knowledge of health foods. I also had a two-month ⁵ _____ with a sports goods company. In my spare time, I run an aerobics class every Monday evening.

I am ⁶ _____ at any time convenient to you. I ⁷ _____ to hearing from you soon.

Yours sincerely,
D. Harbin

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