

Name: _____

Mark: _____

Date: ____ / ____ / ____

Teacher: _____

Read the following job ad and write an application letter.

(your address) _____

(the employer's address)

(date) ____ / ____ / ____

Dear Sir(s)/ Madam,

I would like to apply for the vacancy as a _____ (job) advertised in _____ (name of news paper) of _____ (date).

I am _____ (age) and at the moment I _____ (school and what you are studing) I am good at

_____ (some of your qualities).

_____ (working experience, if any).

I am very interested in working as _____ (job), because _____ (reasons of applying).

I am available for an interview _____ (dates and times) and I can start working _____ (date), but if is inconvenient for you, I would be happy to arrange another date.

I look forward to hearing from you soon.

Yours faithfully,

_____ (signature)

_____ (your name capital letters)