PUT this letter of application into the correct order.

	a. I am 22 years old and have just graduated in Journalism from Carlton University.
	b. Finally, would you mind telling me what hours I would be expected to work?
	c. Alison Taylor
	d. I have been the Editor of the student newspaper there for the past two years.
	e. I look forward to hearing from you.
	f. Yours sincerely,
	g. Dear Ms. Todd,
	h. I am writing to apply for the position of Editorial Assistant, as advertised in today's *Business Daily.*
	i. I wonder if you could let me know exactly what the job involves.
	j. I would also be grateful if you could tell me which department I would be involved with.
	k. I would be more than happy to attend an interview.
	l. Please do not hesitate to contact me if you require any further information.

LIVEWORKSHEETS