

Job applications

C When people apply for a job, they usually send a covering letter together with their CV. In this letter, they give further information to explain why they think they are suitable for the job. Nadeem Khan is applying for the post of Sales Manager (see page 48). Complete Nadeem's covering letter (sent as an e-mail) with the phrases (a-g).

- a) As you will see from my CV,
- b) I am very interested in the post you are offering
- c) I look forward to hearing
- d) ~~I would like to apply for the position~~
- e) In addition,
- f) Please let me know
- g) When I was with Melrose Computers,

To: cec@events.co.uk
From: khan@durham.co.uk
Subject: Post Ref. 231ML

Dear Ms Shiraz

.....¹ of Sales Manager advertised in *The Telegraph* on 7th September.

.....² I have worked as Assistant Human Resources Manager for four years. I am responsible for training for new staff and also for organising problem-solving courses for senior staff.....³

I have managed a number of projects for our overseas subsidiaries. This included a training project for local sales staff in Hong Kong.

.....⁴ I also gained a lot of experience in telesales and direct sales.....⁵ because I would like to be involved in both telesales and direct sales. I would also like to use my skills as a trainer in a more challenging environment.

.....⁶ if there are any other details you need.

.....⁷ from you.

Yours sincerely

Nadeem Khan