Jobs in Tourism

COVERING LETTERS

5 **Read this covering letter from a job applicant. Which job is he applying for?**

irLanguage.com

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Telephone: +389 23 116 074
Skype: Miroslav.Wasilew

Human Resources Manager
Fun Parks
Ref. 1179 Fun Park applications

Dear Ms Isabela Monti,

[1]_____ for the position of Children's Recreation Supervisor [2]_____ on your website on 15 October. I am very interested in working for Fun Parks because I enjoyed the Pirate Park very much when I visited it recently with a group of children.
At the moment, I am studying for a diploma in Tourism Management at the University of Macedonia in Skopje but I am looking for work during the summer vacation. I am in my first year, although [3]_____ in working for an after-school club. [4]_____ organizing activities and excursions for young children. Please [5]_____.
My supervisor says I am outgoing, hard-working and creative. [6]_____, I am enthusiastic and I work well in a team. [7]_____ from my CV, I speak English and many Eastern European languages fluently.
If you are interested in my application, [8]_____ regarding a possible interview. [9]_____ hearing from you.

[10]_____

Miroslav Wasilew

6- Complete the letter in Exercise 5 with expressions from the Professional skills box

PROFESSIONAL SKILLS: WRITING A COVERING LETTER

I am writing to apply
As you can see
Yours sincerely,
In addition
find attached a copy of my CV
I have two years' experience
as advertised
My responsibilities include
please do not hesitate to contact me
I look forward to

LIVEWORKSHEETS