

COVERING LETTERS

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

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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