

FORMAL LETTER- APPLICATION

For questions 1–10, choose the most suitable word or phrase in italics in the following letter.

Dear Sir or Madam,

(1) *I am writing in response to / I thought I'd drop you a line about* your advertisement for waitresses, which I recently saw in the Daily Herald. Attached to this letter is my CV, which (2) *provides further details on / shows you* my work experience and qualifications.

There are a number of reasons why I (3) *am the one you should employ / feel I would be the perfect candidate for this job*. To begin with, I have a bubbly personality and enjoy working with people. Moreover, I am a friendly and approachable person who (4) *people can have a laugh with / is quickly able to establish rapport and make people feel at ease*. In addition, I have previous experience of working in hospitality. In my last waitressing job at Ginelli's, many customers became regulars and my employer often (5) *commented on / told me* how well I managed peak periods of the day.

(6) *I would like to point out / The thing is* that I particularly enjoy working in busy environments and thrive under pressure. I also enjoy fresh challenges, which is why (7) *I am applying for a position / I want a job* in your highly-esteemed restaurant.

I hope you will consider my application and look forward to hearing from you in the future.

Should you require any further information, (8) *please get in touch / do not hesitate to contact me*. (9) *I can be reached / Call me* on 0798 400200 at any time from 9 a.m. to 6 p.m.

(10) *Yours faithfully / yours sincerely,*

Now click on the link: <https://wordwall.net/play/34437/738/308>