

Which tense?

Read the following letter and complete it with the verbs in brackets using the correct present tense.

Dear Mr. Hawthorne,

I'm _____¹ (write) to apply for the position of Sales Manager with your company. I _____² (live) in Stockholm and I _____³ (work) for Roth Services for six years. During that time, I _____⁴ (promote) twice. I _____⁵ (sell) products to Asia and I _____⁶ (travel) to Vietnam, Thailand and Cambodia several times to visit customers. We have started selling to the Middle East in the last few years too and I _____⁷ (attend) a conference in Dubai twice a year where I _____⁸ (organise) events for our sales team. In the last year, we _____⁹ (increase) our sales by 30% in the area and we _____¹⁰ (expect) to increase them even more next year. I _____¹¹ (attach) my CV and I _____¹² (hope) to hear from you in the near future.

Yours sincerely,

Jason Conners