

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