Put elements 1–6 in the correct places (A–F) in the letter.

1 the address the letter is going to
2 the writer's name
3 the writer's address
4 the date
5 the writer's signature
6 the person the letter is going to

A ___

B ___

C ___

D ___

Complete gaps 1–6 in the letter with these phrases.

a I am looking for
b I am also able to communicate
c I have some experience of
d I am writing to apply for
e I will be able to
f I worked as

Dear Sir or Madam,

Application for the post of receptionist

I noticed the advertisement for a receptionist on your website and [1] _____ the post.

In the autumn I am going to study French and Spanish at university. [2] _____ a job where my languages will be useful.

[3] _____ working in a hotel. Last summer [4] _____ a waiter in a hotel restaurant. Furthermore, I believe I possess the personal qualities necessary for the post. I am friendly and reliable. [5] _____ with guests in French and Spanish.

I am enclosing my CV and a reference from a teacher. [6] _____ start work on 1 July.

I look forward to hearing from you.

Yours faithfully,

E ___

F ___

Complete the summary of the letter.

The writer is applying for the job of [1] _____. He saw the advert [2] _____. He thinks that his [3] _____ will be useful for the job. He has experience of working as a [4] _____. He thinks he [5] _____ and [6] _____. He is sending his [7] _____ and a reference with the letter and can start work on [8] _____.

Replace the underlined words in the sentences with the more formal words below.

available discuss manager many obtain opportunity possess require sit succeed telephone wish

1 Please call me if you need more information.
2 I can get a reference from my current boss.
3 I have got the personal qualities that are necessary to do well in business.
4 I do my exams in June and will be free to start work immediately afterwards.
5 There are lots of reasons why I would like to become a teacher.
6 I would be grateful for the chance to chat about my application in person.

avaliable = free
to obtain = to get
to possess = to have
opportunity = chance
require = need
to succeed = to do very well

Read the job advertisement below and write an application letter.

JUST ADDED

Summer jobs in catering

A busy London hotel is looking for hard-working, polite and reliable waiters for the summer months (July – September). Experience an advantage.

Apply in writing, enclosing your CV, to: The Restaurant Manager, Clarks Hotel, Bond Street, London.

Paragraph plan

A what the job is and how you found out about it
B why you are interested in the job
C why you are the right person for the job
D what you are sending with the letter and when you can start work
E what you would like to happen next