

## Ordena la carta de presentación

A

As for formal qualifications, I passed Cambridge First Certificate in English with an A. I also speak some French and German and I am planning to take exams in both those languages this summer.

Although I do not have experience of this work, I have worked in my family's restaurant, where I have had the chance to meet many tourists and explain a number of things to them about the local area.

B

Dear Sir/Madam,

I am writing in response to your advertisement for tour guides, which I saw in a local newspaper. I would like to apply for one of the positions.

I believe I have the necessary personal qualities. I enjoy meeting people and helping them understand my country and my culture. My knowledge of the local area is very good because I have lived here all my life and I have visited most of the local tourist attractions.

C

If you require any further information, please do not hesitate to contact me. I am available for interview at your convenience.

I look forward to hearing from you,  
Yours faithfully,  
Lena Cosmides

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## Completa las oraciones con las palabras del cuadro

forward response \_ experience \_ post \_ hesitate \_ qualities \_ interview \_ qualifications

- 1 I am writing in \_\_\_\_\_ to your advertisement, which I saw in a local newspaper.
- 2 I would like to apply for the \_\_\_\_\_ of tour guide.
- 3 I believe I have the personal \_\_\_\_\_ necessary for this post because I am good at organising people.
- 4 I have some \_\_\_\_\_ of this kind of work because I work every summer in my uncle's hotel.
- 5 My \_\_\_\_\_ include an 'A' at Cambridge First Certificate and a Diploma in Tourism.
- 6 I am available for \_\_\_\_\_ at your convenience.
- 7 Please do not \_\_\_\_\_ to contact me for further information.
- 8 I look \_\_\_\_\_ to hearing from you.