

Read Ruth's cover letter, then match the informal phrases in bold in her letter with the formal phrases below.

Dear Sir/Madam,

**1) I want to apply for the job** of part-time lifeguard **2) that I read about** in the Daily Gazette on Tuesday, April 3.

I am in my final year of college and am considering a career as a P.E. teacher. **3) I just got** a certificate in lifesaving and first aid and I feel that a summer job as a lifeguard **4) is a good idea** for me.

Last summer, I worked as a receptionist at my local swimming pool and as a delivery person in the evenings.

**5) I think I'm** hardworking and enthusiastic. I am also good at working with people.

**6) Here's** a copy of my résumé. **7) I can come** for an interview at your convenience. **8) I can't wait to hear from you.**

**9) Best regards,**

Ruth Boswell

<input type="checkbox"/>	I look forward to your reply
<input type="checkbox"/>	Yours faithfully
<input type="checkbox"/>	I am writing to apply for the position
<input type="checkbox"/>	Please find enclosed
<input type="checkbox"/>	I consider myself to be
<input type="checkbox"/>	I am available
<input type="checkbox"/>	which was advertised
<input type="checkbox"/>	would be a useful experience
<input type="checkbox"/>	I recently obtained