

COMPLETE THE COVER LETTER USING THE PHRASES

Dear Sir or Madam

1 I am writing to apply for the post of gardener for the City Council, which was advertised in last Sunday's newspaper.

2 _____ . For the last two years I have worked for a private gardening company in Bristol.

3 _____

I consider myself to be a reliable and enthusiastic worker.

4 _____

from the manager of the company where I am working at present.

I would be very grateful for the opportunity to visit your department where 5 _____

_____. I am available for interview any afternoon after 3 p.m.

If my application is successful,

6 _____

when I am planning to leave my present company.

7 _____

Yours faithfully

Nick Baxter

I am writing to apply for the post of a gardener.

I am enclosing my CV.

We could discuss my application in person.

My responsibilities there include planting as well as garden design.

I have considerable experience in gardening.

I will be available to start work on 15th May.

I can supply a reference if necessary.