

An Application

1. Complete the letter of application. (Dopolni prošnjo za delo.)

Accessories Shop
Golden Street, London

↓

[1]

24, Oxford Road
London → [2]

12th June → [3]

[4]

_____ Sir/_____,

I am writing to _____ for the _____ of shop assistant advertised in the Daily Mail of 11th June. [5]

I am 25 years old. I _____ already worked as shop assistant in a small shop and _____ like the opportunity to _____ in a larger one. I _____ fluent English and know a little French and German. [6]

I enjoy _____ as part of a team and consider myself to be a friendly and organized_____. [7]

I enclose a photograph and my CV and I would be glad to attend an _____at any time. [8]

Yours _____, → [9]

Ben Potter → [10]

1 Match the following headings to the corresponding part of the letter. (Poveži postavke z ustreznimi segmenti v prošnji.)

a) Address written to

b) Closing remark

c) Date

d) Personal qualities

e) Experience



f) Reason for writing

g) Salutation

h) Sender's address

i) Signature

j) Subscription

LIVEWORKSHEETS