

# An Application

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

Accessories Shop  
Golden Street, London

1

24, Oxford Road  
London

3

12th June

4

\_\_\_\_\_ Sir/\_\_\_\_\_,

I am writing to \_\_\_\_\_ for the \_\_\_\_\_ of shop assistant  
advertised in the Daily Mail of 11<sup>th</sup> 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

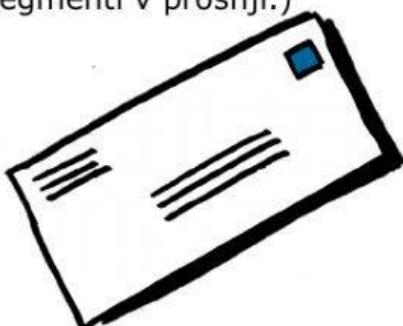
I enclose a photograph and my CV and I would be glad to attend  
an \_\_\_\_\_ at any time. 8

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