

An Application

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

Accessories Shop
Golden Street, London

↓

1

24, Oxford Road → 2
London

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

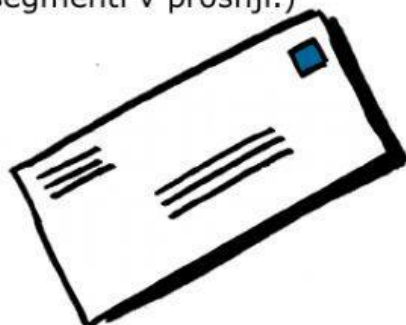
I enclose a photograph and my CV and I would be glad to attend an ____ at any time. 8

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