

Complete the sentences using the verb in brackets in the correct **gerund** or **infinitive** form.

Dear Ms Collins,

I am writing **1** (*express*) my interest in the position of Personal Assistant advertised in the newspaper last week. I am proficient at **2** (*type*), and I know how **3** (*use*) most word-processing software. I also have excellent organisational abilities as I used **4** (*work*) for a very big company as an event planner. I always tend **5** (*look*) forward to new challenges that can make me **6** (*grow*) in my position. I enjoy **7** (*work*) with people, I am flexible, and I don't mind **8** (*work*) overtime. As you can see from the attached letters of reference, my previous employers considered me to be a skilled secretary. I would be pleased **9** (*extend*) my career by working for a prestigious company like HTM.

I look forward to **10** (*hear*) from you.

Yours sincerely,

Jessica Jones.