

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.