



## A Letter of Application

### Useful phrases

I am writing in ..... to your advertisement, which I saw in a local newspaper.

I would like to apply for the ..... of tour guide.

I believe I have the personal ..... necessary for the post because I am good at organizing people.

I have some ..... of this kind of work because I work every summer in our school to introduce visitors the history of the manor school.

My ..... include a Gymnasium Certificate and a Diploma of Tourism.

I am available for ..... at your convenience.

Please do not ..... to contact me for the further information.

I look ..... to hearing from you