



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