

A Letter of Application Writing Exercise

A Write the phrases from the box into the most appropriate section below.

As you can see from my CV, ...

Currently, I am working as a ...

I am in charge of ...

I am particularly interested in this position ...

I am very keen to use my English ...

I am writing in reply to your advertisement ...

I have five years experience in this sector.

I look forward to hearing from you.

I will be available for interview from ...

I would be more than happy to discuss ...

Please do not hesitate to contact me for ...

With reference to your advertisement in ...

OPENING

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EXPERIENCE AND QUALIFICATIONS

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REASONS FOR APPLYING

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CLOSING THE LETTER

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