

Question 1

Dear Mr. Taylor,

- a. I believe my skills and experience would be an excellent fit for your team.
- b. Thank you for considering my application. I look forward to the possibility of discussing my application further.
- c. I am writing to apply for the position of Marketing Assistant at your company.
- d. My resume is attached, highlighting my relevant qualifications and previous work experience.
- e. I am available for an interview at your earliest convenience.

Yours faithfully,

Ludwig Alert

- A. c-a-d-e-b
- B. a-d-c-b-e
- C. d-b-c-a-e
- D. c-d-a-e-b

Question 14

Dear Ms. Robinson,

- a. My previous roles have allowed me to develop the skills you're seeking in a Sales Coordinator.
- b. Please find attached my resume for your consideration.
- c. I am excited to apply for the Sales Coordinator position at your esteemed company.
- d. I am confident that I can make a meaningful contribution to your team.
- e. Thank you for your time and consideration. I hope to hear from you soon.

Yours faithfully,

Arthur Fathom

- A. c-a-d-b-e
- B. a-d-c-b-e
- C. b-c-a-d-e
- D. c-d-a-e-b

Question 15

Dear Hiring Manager,

- a. I look forward to discussing my qualifications further and am available for an interview at your convenience.
- b. My experiences as a team leader have equipped me with strong problem-solving and organizational skills.
- c. Thank you for considering my application.
- d. I am writing to express my interest in the Project Manager role at XYZ Corporation.
- e. I have attached my resume and portfolio for your review.

Yours faithfully,

Emma Agreste

- A. d-b-e-a-c
- B. b-d-a-c-e
- C. d-e-b-a-c
- D. d-b-a-e-c

Question 16

Dear Mr. Johnson,

- a. I am enthusiastic about the opportunity to bring my expertise in software development to your innovative team.
- b. Thank you for taking the time to review my application.
- c. I am writing to apply for the Software Developer position advertised on your website.
- d. My resume is attached for your consideration, and I look forward to the opportunity to contribute to your projects.
- e. I am confident that my skills in coding and project management will add value to your team.

Yours faithfully,

Louis Bain

- A. c-a-e-d-b
- B. a-c-e-d-b
- C. c-e-a-d-b
- D. c-d-a-e-b

Question 17

Dear Ms. Smith,

- a. I am very passionate about teaching and believe my innovative approach can benefit your students.
- b. Thank you for considering my application.
- c. I am writing to express my interest in the English Teacher position at your school.
- d. My resume and references are attached for your review.
- e. I am available for an interview at a time that suits you.

Yours faithfully,

Agnes Stone

- A. c-a-e-d-b
- B. a-c-e-b-d
- C. c-e-a-d-b
- D. c-d-a-e-b