

Write a letter (150–180 words) applying for the position of a part-time receptionist. Use the model and tips in 1, and the suggestions below to help you.

2222 Nguyen Trai Road, Thanh Xuan District, Ha Noi
1036 Hang Dau Street, Hoan Kiem District, Ha Noi
16 July, 20...



Dear Sir or Madam,

I am writing to apply for ...

I am ... Last summer, ...

I consider myself.../I am ...

I would be delighted to ...

I am available for an interview on ...

If my application is successful, I will be able to start work ...

I look forward to hearing from you soon.

Yours faithfully,