

Worksheet: put the correct 5 **present perfect verbs** in this formal letter.

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British Red Cross Charity Shop  
190 Soho Road  
Handsworth  
Birmingham  
B21 9LR

44 Thistle Drive  
Aston  
Birmingham  
B6 6AB

Dear Sir/Madam

I \_\_\_\_ (see) your advertisement in the 'Metro' newspaper.  
Please would you send me an application form for the Saturday job in the British Red Cross charity shop on Soho Road?

I \_\_\_\_ (work) in shops before. Last year, for example, I **spent** two months in my uncle's shoe shop in Kent and when I **was** at school, I **sold** fruit and vegetables on a Saturday market.

I \_\_\_\_ (live) in Birmingham for six months now. I \_\_\_\_ (start) a short course in Business at a local college. I passed all my English exams my local college and I \_\_\_\_ (use) a computer for two years. I also like talking to people and helping them.

I look forward to hearing from you.

Yours faithfully,

Khurshid Kur