

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

44 Thistle Drive

Aston

Birmingham

B6 6AB

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

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