Read the application letter below which Tariq sent to *Cook International*. Match each of the descriptions below to the corresponding part of his letter. Write each of the letters a-g in the box after the matching description.

formal ending	☐	writer's name	☐	organisation's address	☐
formal greeting	☐	writer's signature	☐	writer's contact details	☐
writer's address	☐				

P.O.Box 9375
Seeb
Oman [a]
Tel: +968 24560342
E-Mail: tariq@yoohoo.com [b]

7th January 2012

The Director
Cook International
P.O.Box 22 [c]
Whitby
WB7 9RJ

Dear Sir/Madam, [d]

1 I am writing to apply to become a volunteer on one of the *Cook International* programmes, as described on your website www.cookinternational.edu.net

2 I am particularly interested in your programmes in Africa and Central America. I would like to join a three-week programme starting in September 2012.

3 I speak Arabic and English and I am interested in learning new languages. I have a full driving licence and am an experienced off-road driver. I am also studying car mechanics. I am confident using computers.

4 I believe I would be a good volunteer as I enjoy meeting new people. I also enjoy working as part of a team. I am curious and adventurous and I am keen to explore the world.

5 I hope that you will consider me to be a suitable candidate. I look forward to hearing from you soon.

Yours faithfully, [e]
Tariq Ali [f]

Tariq Ali [g]

2 **Match the paragraphs 1 – 5 in Tariq's application letter above to the descriptions a-e below. Write the number of each paragraph in the appropriate box.**

a useful skills and experience	☐	d reference to the future	☐
b suitability as a volunteer	☐	e closing paragraph	☐
c reason for writing	☐		

LIVEWORKSHEETS