

## An application letter

Complete the phrases with one suitable word:

- 1 my main responsibility is...
- 2 As you will see in the \_\_\_\_\_ CV...
- 3 I \_\_\_\_\_ be happy to...
- 4 I would like the \_\_\_\_\_ to work...
- 5 I look \_\_\_\_\_ to hearing from you...
- 6 If you need \_\_\_\_\_ information...
- 7 I am writing \_\_\_\_\_ the position of...

Complete the email with phrases from exercise 1:

Dear Sir or Madam,

<sup>a</sup> Z Assistant Marketing Manager advertised in the magazine *The Market* this month.

<sup>b</sup> \_\_\_\_\_, I am currently working in the marketing department of an online clothes store. In my present position, <sup>c</sup> \_\_\_\_\_ creating advertisements for social media. I have also worked in the public relations department for the city council, dealing with the press and customer complaints.

I have strong interpersonal skills and work well under pressure. <sup>d</sup> \_\_\_\_\_ for your company because I believe I could use my skills to further develop the solid reputation of your company.

<sup>e</sup> \_\_\_\_\_ attend an interview, and I would be able to start work next month.

<sup>f</sup> \_\_\_\_\_, please contact me on 01724 629093, or email me at [jstevenson@dmil.com](mailto:jstevenson@dmil.com)

<sup>g</sup> \_\_\_\_\_

Yours faithfully,  
James Stevenson.