

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,

^a Z Assistant Marketing Manager advertised in the magazine *The Market* this month.

^b ___, I am currently working in the marketing department of an online clothes store. In my present position, ^c ___ 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. ^d ___ for your company because I believe I could use my skills to further develop the solid reputation of your company.

^e ___ attend an interview, and I would be able to start work next month. ^f ___, please contact me on 01724 629093, or email me at jstevenson@dmail.com

^g ___

Yours faithfully,
James Stevenson.