

Cover letter



Read the letter and complete each gap with an appropriate word from the drop-down box.

(1) Ms Campbell,

I'm writing (2) response (3)
your job advertisement for an outreach worker. I have six years' experience working
(4) the charity sector. I have worked
(5) three years (6) a social
worker. I also worked as (7) volunteer for three years
(8) a centre for the homeless. I have good experience of
working (9) a team and organising my own workload.

Please find attached my CV (10) more information.

I am looking forward (11) hearing
(12) you.

Best regards,

Sam Hill