

Name: _____

Mark: _____

Date: ____/____/____

Teacher: _____

Read the following job ad and write an application letter.

(your address) _____

(date) ____/____/____

(the employer's address)

Dear Sir(s)/ Madam,

I would like to apply for the vacancy as a _____ (job) advertised in _____
(name of news paper) of _____ (date).

I am _____ (age) and at the moment I _____ (school and
what you are studying) I am good at

_____ (some of your qualities).

_____ (working experience, if any).

I am very interested in working as _____ (job), because _____
_____ (reasons of applying).

I am available for an interview _____ (dates and times) and I can start
working _____ (date), but if is inconvenient for you, I would be happy
to arrange another date.

I look forward to hearing from you soon.

Yours faithfully,

(signature)

(your name capital letters)