Worksheet 2

Complete the letter of application which Anna sent with her CV using these expressions.

a. As you can see
b. As you can see from my interests
c. I would like to
d. I am also very interested in
e. Please let me know
f. Your advertisement asks

Dear Sir/Madam,

1) _____ apply for the position advertised in the Evening Standard on 18th November of PA to the Director.

2) _____ from my CV, I am at present working as PA to the Sales Manager of a large sportswear company, where I have been working for the last three years.

3) _____ for a good knowledge of Polish and French. I am bilingual in spoken and written Polish. My mother is Polish and I have visited Poland every year since I was a child. I achieved Grade A in A-level French. I really enjoy using my languages and am at present studying for the French Chamber of Commerce language diploma at the Alliance Francaise in London.

4) _____ setting up filing systems. This has been a special interest of mine for the last year. Last December I did an in-service course in IT.

5) _____ , I am a very active person and would be very happy to have the opportunity to work in a small and fast-growing business.

6) _____ if you require any further details.

I look forward to hearing from you.

Yours faithfully,

Anna Musgrove

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LIVEWORKSHEETS