

## LEVEL 5 – GERUNDS AND INFINITIVES

Complete the text using correct gerund or infinitive forms.

Dear Ms Collins,

I am writing **1** \_\_\_\_\_ (express) my interest in the position of Personal Assistant advertised in the newspaper last week. I am proficient at **2** \_\_\_\_\_ (type), and I know how **3** \_\_\_\_\_ (use) most word-processing software. I also have excellent organisational abilities as I used to work for a very big company as an event planner. I always tend **4** \_\_\_\_\_ (look) forward to new challenges that can make me **5** \_\_\_\_\_ (grow) in my position. I enjoy **6** \_\_\_\_\_ (work) with people, I am flexible, and I don't mind **7** \_\_\_\_\_ (work) overtime. As you can see from the attached letters of reference, my previous employers considered me to be a skilled secretary. I would be pleased **8** \_\_\_\_\_ (extend) my career by **9** \_\_\_\_\_ (work) for a prestigious company like HTM.

I look forward to **10** \_\_\_\_\_ (hear) from you.

Yours sincerely,

Jessica Jones

