

## 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



Gerund or  
Infinitive?