

1. Number the texts according to the rules

Webb-Miller Architects
16-18 Rutland Way
Peterborough PE 1 5JN
UK

vul. Chomovola 29,
18003 Cherkasy
Ukraine

3 March 2016

Application for a work experience placement in summer 2016

Dear Mr Webb

I am writing to apply for a work experience placement with your firm this summer. Your name was given to me by friends in Peterborough. .

When I leave school I plan to study architecture. As you will see from the enclosed CV, I spent a month last summer with a firm of architects in Kyiv, so I already have some knowledge of the job. Having learnt English at school for over five years. I would have no language problems.

I hope very much that you are able to offer me a placement. I would work hard for your firm and make myself as useful as possible. Thank you for reading this application. I look forward to hearing from you.

Yours sincerely.

Nina Boiko

Nina Boiko
Encl. CV

1. Put your address here.
2. Put the other person's name and address here or at the end of the letter.
3. Show what the letter is about in a heading.
4. In the first paragraph, say why you are writing.
5. In the second paragraph, add useful information.
6. Find/use a friendly ending.
7. Print your name under your signature and show what you are enclosing. Do not send a photo.