

COVERING LETTERS

5 Read this covering letter from a job applicant. Which job is he applying for?

Dame Gruev, Gradski Blok 6, 1000 Skopje

Telephone: +389 23 116 074

Skype: Miroslav.Wasilew

Human Resources Manager

Fun Parks

Ref. 1179 Fun Park applications

Dear Ms Isabela Monti,

I _____ for the position of Children's Recreation Supervisor _____ on your website on 15 October. I am very interested in working for Fun Parks because I enjoyed the Pirate Park very much when I visited it recently with a group of children.

At the moment, I am studying for a diploma in Tourism Management at the University of Macedonia in Skopje but I am looking for work during the summer vacation. I am in my first year, although _____ in working for an after-school club. _____ organizing activities and excursions for young children. Please _____.

My supervisor says I am outgoing, hard-working and creative. _____, I am enthusiastic and I work well in a team. _____ from my CV, I speak English and many Eastern European languages fluently.

If you are interested in my application, _____ regarding a possible interview. _____ hearing from you.

Miroslav Wasilew

irLanguage.com

6- Complete the letter in Exercise 5 with expressions from the Professional skills box

PROFESSIONAL SKILLS:
WRITING A COVERING
LETTER

I am writing to apply

As you can see

Yours sincerely,

In addition

find attached a copy of my CV

I have two years' experience
as advertised

My responsibilities include

please do not hesitate to contact me

I look forward to