

STUDENT'S NAME: _____ 5th A MECHATRONICS

I) Use the words from the box to complete the cover letter.

Working, apply, language, entitles, advertised, interview, attached, discuss, assistant,
start, mobile, experience, dealing, knowledge, since

Re: Job as a part-time sales assistant (reference: JBW5014) February, 16th 2023

Dear Sir/Madam,

I would like to (1) _____ for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2) _____ in "Recruit Now" on 14 February. Please find (3) _____ a copy of my CV.

My previous jobs include two years as a sales (4) _____ in an organic food shop in Japan. This has given me (5) _____ of dealing with customers, as well as cashier skills and a basic (6) _____ of food retailing.

I have been living in London (7) _____ last September, and am currently studying English at a (8) _____ school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when (9) _____ with your Japanese customers.

I am an enthusiastic worker, and enjoy (10) _____ in a team. My student visa (11) _____ me to work up to 20 hours per week (or longer during my school holidays), and I could (12) _____ work immediately.

I would welcome the opportunity to (13) _____ the job vacancy with you on the telephone or at an (14) _____. I can be contacted most easily on my (15) _____ telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka

Akiko Tanaka

II) Replace the informal phrases for a formal one from the box

- | | |
|---------------------------------|---------------------|
| • as advertised | • Sir/Madam |
| • at any time convenient to you | • my duties include |
| • I am considered to be | • graduated from |
| • on a part-time basis | |

Dear **1) Penguin Café,**

I am writing to apply for the position of Staff Manager
2) because my friend saw your advert in Saturday's
Wetherfield Gazette.

I have qualifications in both catering and business. I
3) left Wellsdale College in 1996 with a degree in
Management Studies. I have also completed a six-month
course in catering at the Wetherfield Master Chefs'
Academy.

I have had six years' experience of working in restaurants.
While studying, I worked **4) a couple of days a week** at
Guliano's Italian restaurant as a waiter. For the past three
years, I have been working as an assistant manager at
Burritos. **5) I am in charge of** hiring employees, planning
staff timetables, placing orders and accepting deliveries.

6) People say I am a hard-working and friendly person.
My references show that I have a good relationship with
both employees and customers and that I am able to
handle responsibility.

I enclose my CV and would be glad to attend an interview
7) as soon as possible.

Yours faithfully,

Mark Runham

Mark Runham

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____