

Complete this cover letter with the missing words from the box belows.

addition / advertised / also / and / apply / assistant / communication / company / customers / CV / English / experience / head / hearing / holidays / it / languages / late / quick / retired / shopping / sincerely / skills / spend / student / voluntary / write

Gulf International Hotel  
B11 R3801 Adliya 338  
Kingdom of Bahrain

Nizar A. Aziz  
F11 B22 R333 Gudaibiya 567  
Kingdom of Bahrain

February 7<sup>th</sup>

Dear Mr Smith,

I am thrilled to <sup>1</sup> \_\_\_\_\_ for the part-time receptionist position at your hotel, which I saw <sup>2</sup> \_\_\_\_\_ on your website today. I am confident that I am the right candidate for this role.

I am a grade 9 Bahraini <sup>3</sup> \_\_\_\_\_ at Gudaibiya School. I have been studying <sup>4</sup> \_\_\_\_\_ for almost 9 years now and I am quite good at writing and speaking. I have <sup>5</sup> \_\_\_\_\_ studied French at school for three years and I can even <sup>6</sup> \_\_\_\_\_ reports. Because we travel a lot to Europe, I picked some German, Italian, <sup>7</sup> \_\_\_\_\_ Turkish and I even chat with friends I met there in their native <sup>8</sup> \_\_\_\_\_. I am a <sup>9</sup> \_\_\_\_\_ learner and I hope to improve my language <sup>10</sup> \_\_\_\_\_ even more. Therefore, I think my ability to speak different languages is a valuable asset for the job.

Last summer, I worked as a part-time shop <sup>11</sup> \_\_\_\_\_ in a boutique. This job gave me a valuable <sup>12</sup> \_\_\_\_\_ of working with colleagues and helping all sorts of <sup>13</sup> \_\_\_\_\_. My excellent <sup>14</sup> \_\_\_\_\_ skills made me popular with all of them and even helped me become the <sup>15</sup> \_\_\_\_\_ of the student council at school. In <sup>16</sup> \_\_\_\_\_, I am currently doing some <sup>17</sup> \_\_\_\_\_ work- I am taking care of an elderly neighbour. I help him with the <sup>18</sup> \_\_\_\_\_ and basic household chores. I also <sup>19</sup> \_\_\_\_\_ hours chatting with him and <sup>20</sup> \_\_\_\_\_ turned out that he is a <sup>21</sup> \_\_\_\_\_ receptionist from the Hilton Hotel. His <sup>22</sup> \_\_\_\_\_ taught me the secrets to succeeding in this job.

I have school <sup>23</sup> \_\_\_\_\_ in July and August and I can even start <sup>24</sup> \_\_\_\_\_ in June. I am attaching my <sup>25</sup> \_\_\_\_\_ and can provide references if you require them.

I look forward to <sup>26</sup> \_\_\_\_\_ from you.

Yours <sup>27</sup> \_\_\_\_\_,  
Nizar A. Aziz

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LIVE WORKSHEETS