

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 7th

Dear Mr Smith,

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

I am a grade 9 Bahraini ³ _____ at Gudaibiya School. I have been studying ⁴ _____ for almost 9 years now and I am quite good at writing and speaking. I have ⁵ _____ studied French at school for three years and I can even ⁶ _____ reports. Because we travel a lot to Europe, I picked some German, Italian, ⁷ _____ Turkish and I even chat with friends I met there in their native ⁸ _____. I am a ⁹ _____ learner and I hope to improve my language ¹⁰ _____ 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 ¹¹ _____ in a boutique. This job gave me a valuable ¹² _____ of working with colleagues and helping all sorts of ¹³ _____. My excellent ¹⁴ _____ skills made me popular with all of them and even helped me become the ¹⁵ _____ of the student council at school. In ¹⁶ _____, I am currently doing some ¹⁷ _____ work- I am taking care of an elderly neighbour. I help him with the ¹⁸ _____ and basic household chores. I also ¹⁹ _____ hours chatting with him and ²⁰ _____ turned out that he is a ²¹ _____ receptionist from the Hilton Hotel. His ²² _____ taught me the secrets to succeeding in this job.

I have school ²³ _____ in July and August and I can even start ²⁴ _____ in June. I am attaching my ²⁵ _____ and can provide references if you require them.

I look forward to ²⁶ _____ from you.

Yours ²⁷ _____,
Nizar A. Aziz