

Put elements 1–6 in the correct places (A–F) in the letter.

- 1 the address the letter is going to
- 2 the writer's name
- 3 the writer's address
- 4 the date
- 5 the writer's signature
- 6 the person the letter is going to

A _____

B _____

C _____

D _____

Complete gaps 1–6 in the letter with these phrases.

- a I am looking for
- b I am also able to communicate
- c I have some experience of
- d I am writing to apply for
- e I will be able to
- f I worked as

Dear Sir or Madam,

Application for the post of receptionist

I noticed the advertisement for a receptionist on your website and ¹_____ the post.

In the autumn I am going to study French and Spanish at university. ²_____ a job where my languages will be useful.

³_____ working in a hotel. Last summer ⁴_____ a waiter in a hotel restaurant. Furthermore, I believe I possess the personal qualities necessary for the post. I am friendly and reliable. ⁵_____ with guests in French and Spanish.

I am enclosing my CV and a reference from a teacher. ⁶_____ start work on 1 July.

I look forward to hearing from you.

Yours faithfully,

E _____

F _____

Complete the summary of the letter.

The writer is applying for the job of ¹_____. He saw the advert ²_____. He thinks that his ³_____ will be useful for the job. He has experience of working as a ⁴_____. He thinks he ⁵_____ and ⁶_____. He is sending his ⁷_____ and a reference with the letter and can start work on ⁸_____.

Replace the underlined words in the sentences with the more formal words below.

available discuss manager many obtain opportunity possess require sit succeed telephone wish

- 1 Please call me if you need more information.
- 2 I can get a reference from my current boss.
- 3 I have got the personal qualities that are necessary to do well in business.
- 4 I do my exams in June and will be free to start work immediately afterwards.
- 5 There are lots of reasons why I would like to become a teacher.
- 6 I would be grateful for the chance to chat about my application in person.

available = free
to obtain = to get
to possess = to have

opportunity = chance
require = need
to succeed = to do very well

Read the job advertisement below and write an application letter.



The image shows a job advertisement in a browser window. At the top left, there are navigation arrows and a search bar. Below that, there is a yellow spoon, a red fork, and a green knife icon. To the right of the icons is the title "Summer jobs in catering" in blue text, followed by a star icon. Below the title, there is a small grey box with the text "JUST ADDED". The main text of the advertisement reads: "A busy London hotel is looking for hard-working, polite and reliable waiters for the summer months (July – September). Experience an advantage. Apply in writing, enclosing your CV, to: The Restaurant Manager, Clarks Hotel, Bond Street, London."

Summer jobs in catering ☆

JUST ADDED

A busy London hotel is looking for hard-working, polite and reliable waiters for the summer months (July – September). Experience an advantage.

Apply in writing, enclosing your CV, to:
The Restaurant Manager, Clarks Hotel,
Bond Street, London.

Paragraph plan

- A** what the job is and how you found out about it
- B** why you are interested in the job
- C** why you are the right person for the job
- D** what you are sending with the letter and when you can start work
- E** what you would like to happen next