A letter of application

Ex.1 Complete the letter with the given words.

hard-working / organisational / enclosed / advertisement / team / apply / available / worked / position / graduated from / forward

Martin Brown

41 Oxford Street

London E1 7AD

London Superb Hotel

76 Leicester Square

London E3 7AD

27th October, 2020

Re: Your job advertisement of October 2020

Dear Sir or Madam,

I am writing in reply to your..... in The Times on Monday 26th October 2020. I would like

to ..... for the .....of a receptionist in your hotel.

I am a well-organised, ... and conscientious person. I have ..... and computer

skills. I speak English fluently and I work well in a.....

I have not ..... as a receptionist before, but last year I worked in Hotel President for six months as

a waitress. I ..... Hotel and Tourism Vocational School and I have a Diploma in Tourism.

Please find..... a copy of my CV. I am .....for interview at any time. I look

..... to hearing from you.

Yours faithfully,

Martin Brown

Encl. : CV

Ex.2 Arrange the ideas in the order they should appear in a letter of application. Write the numbers next to each idea.

- where and when you saw the advertisement + what job you apply for
- reference
- qualifications
- concluding sentence
- personal strengths/ skills
- salutation
- Yours sincerely, / Yours faithfully

Ex.3 Practice some positive personality adjectives. Write the English words next to the German ones.

dedicated / honest / hard-working / conscientious / patient / understanding / ambitious / flexible / organised / trustworthy / punctual / reliable / talkative

1. geduldig
2. organisiert
3. gewissenhaft
4. ehrlich
5. verständnisvoll
6. vertrauenswürdig
7. engagiert
8. fleißig
9. pünktlich
10. gesprächig
11. verlässlich
12. flexibel
13. ehrgeizig