Reading E3 practice

1. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

2. Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references, **which** are all from previous employers.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I am bilingual in Arabic and English
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for **additional** information on my experience. I also speak Spanish and French fluently.

I can be reached any time via email at john.donaldson@gmail.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

3. Sincerely,

4. John Donaldson

John Donaldson

Adapted from ISLcollective.com by Liam Orr 2019

1. Write the number of the correct <mark>highlighted</mark> features of a letter:

Signature	
Closing	
Address	*1*
Date	
Greeting	

2. John Donaldson wrote this text:

A) to apply for a university course
B) to make a complaint
C) to apply for a job
D) to ask for a pay rise

3. What does the word **which** refer to in the first paragraph?

_____

4. Which word could replace the word **additional** in the text?

A) interesting
B) honest
C) essential
D) more

5. Who would usually read this text?

A) College enrolment officer
B) Small business advisor
C) Bank manager
D) Recruitment officer

6. How many languages can John speak in total?

_____

7. John has a qualification in Computer Programming.

A) True
B) False

8. Which word in the second paragraph means the same as **think**?

_____

9. John wants to _____ Mr. Gilhooley that he is a strong candidate for the position.

Choose the best word:

A) persuade
B) warn
C) advertise
D) instruct

10. This list of jobs is in alphabetical order. Where would you find the job **Police Officer**?

A) After Park Warden
B) After Phone Salesman
C) After Programmer
D) After Psychologist

11. John is applying for a position to work at the *Times Union*.

A) Yes
B) No

12. What other documents is John sending with his letter?

_____

13. Can Mr. Gilhooley contact John by phone during the evening?

A) Yes
B) No