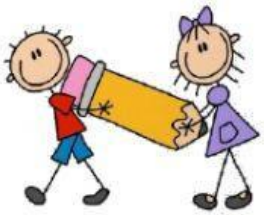


An Application

1. Complete the letter of application. (Dopolni prošnjo za delo.)

Accessories Shop
Golden Street, London
↓
[1]

24, Oxford Road
London → [2]

12th June → [3]

[4]

_____ Sir/_____,

I am writing to _____ for the _____ of shop assistant advertised in the Daily Mail of 11th June. [5]

I am 25 years old. I _____ already worked as shop assistant in a small shop and _____ like the opportunity to _____ in a larger one. I _____ fluent English and know a little French and German. [6]

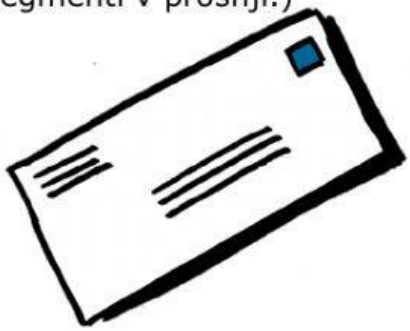
I enjoy _____ as part of a team and consider myself to be a friendly and organized_____. [7]

I enclose a photograph and my CV and I would be glad to attend an _____at any time. [8]

Yours _____, → [9]

Ben Potter → [10]

1 Match the following headings to the corresponding part of the letter. (Poveži postavke z ustreznimi segmenti v prošnji.)



a) Address written to
b) Closing remark
c) Date
d) Personal qualities
e) Experience
f) Reason for writing
g) Salutation
h) Sender's address
i) Signature
j) Subscription

LIVEWORKSHEETS