Complete the sentences using the verb in brackets in the correct gerund or infinitive form.

Dear Ms Collins,

I am writing **1** _____ (*express*) my interest in the position of Personal Assistant advertised in the newspaper last week. I am proficient at **2** _____ (*type*), and I know how **3** _____ (*use)* most word-processing software. I also have excellent organisational abilities as I used **4** _____ (*work*) for a very big company as an event planner. I always tend **5** _____ (*look*) forward to new challenges that can make me **6** _____ (*grow*) in my position. I enjoy **7** _____ (*work)* with people, I am flexible, and I don't mind **8** _____ (*work*) overtime. As you can see from the attached letters of reference, my previous employers considered me to be a skilled secretary. I would be pleased **9** _____ (*extend*) my career by working for a prestigious company like HTM.

I look forward to **10** _____ (*hear*) from you.

Yours sincerely,

Jessica Jones.

LIVEWORKSHEETS