A Letter of Application Writing Exercise

A Write the phrases from the box into the most appropriate section below.

As you can see from my CV, ...	I have five years experience in this sector.
Currently, I am working as a ...	I look forward to hearing from you.
I am in charge of ...	I will be available for interview from ...
I am particulary interested in this position ...	I would be more than happy to discuss ...
I am very keen to use my English ...	Please do not hesitate to contact me for ...
I am writing in reply to your advertisement ...	With reference to your advertisement in ...

OPENING

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EXPERIENCE AND QUALIFICATIONS

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REASONS FOR APPLYING

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CLOSING THE LETTER

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B Think of a job vacancy that would interest you and write a letter of application.

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Written by Bob Wilson ©Robert Clifford McNair Wilson 2010

LIVEWORKSHEETS