

Worksheet: put the correct 4 **present perfect verbs** in this formal letter.

Kafenion
35 Sycamore Road
Bournville
Birmingham
B30 2AA

44 Thistle Drive
Aston
Birmingham
B6 6AB

Dear Sir/Madam

I am interested in becoming a Saturday assistant at Kafenion. I **have never** _____ (**work**) in a coffee shop but I was a waiter in a restaurant in Italy last summer and I cleaned tables, too.

I also worked in a clothes shop two years ago on Oxford Street in London. I _____ (**study**) English for six years and I _____ (**live**) in Birmingham for 3 months. I started my ESOL course two months ago and I _____ (**make**) good progress. Last week I passed my class test with 80%.

I enjoy talking and listening to customers. I am reliable and hardworking.

I look forward to hearing from you.

Yours faithfully

Billy Venici