

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

44 Thistle Drive

Aston

Birmingham

B6 6AB

Kafenion

35 Sycamore Road

Bournville

Birmingham

B30 2AA

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