SKILLS EXTRA

1 read the email. Then complete the sentences.



From: nic.king@metromail.org
To: LiamR@broadmail.org
Subject: Computer Programmer Vacancy, EBC ProgramSoft

Dear Mr Reilly,

I am writing about the computer programmer job advertised on FindaJob.

I studied computer programming at university and I have worked as a computer programmer at AXZ Software for five years. During that time, I went on three courses to learn more about different kinds of software. Last year, my manager was ill for three months and I supervised a team of four workers until he returned to work. I want to leave my job with AXZ Software because I have learned all that I can there. I'd like to work for a different company and learn about new aspects of computer programming. I learn very quickly and I work well in a team.

I am sending you my curriculum vitae and I will be happy to come for an interview.

I hope to hear from you soon.

Yours sincerely,
Nicole King

Nicole King
35 Domery Road
Linsbury Park NG42 8YS
Mobile: 07700 900 624
Email: nic.king@metromail.org

1. Nicole is a .....
2. At the moment, Nicole works for a company called .....
3. Nicole wanted to learn about different kinds of software, so .....
4. Nicole wants to go to EBC ProgramSoft for an .....
5. Nicole's address is .....

2 Answer the questions.

1. Why is Nicole writing this email?
2. What did Nicole study at university?
3. How long has Nicole worked at her job?
4. Why did Nicole supervise the workers?
5. Why does Nicole want to leave her job?
6. Does Nicole say she works well with other people? Copy the sentence that gave you the answer.

DID YOU KNOW?

These days many workers work either partly or completely from home. A recent UK survey found that 39% of people work from home, 25% work every day from an office and 24% have a hybrid work model, which means they have to go to the office some days each week, but work from home the other days.

LIVEWORKSHEETS