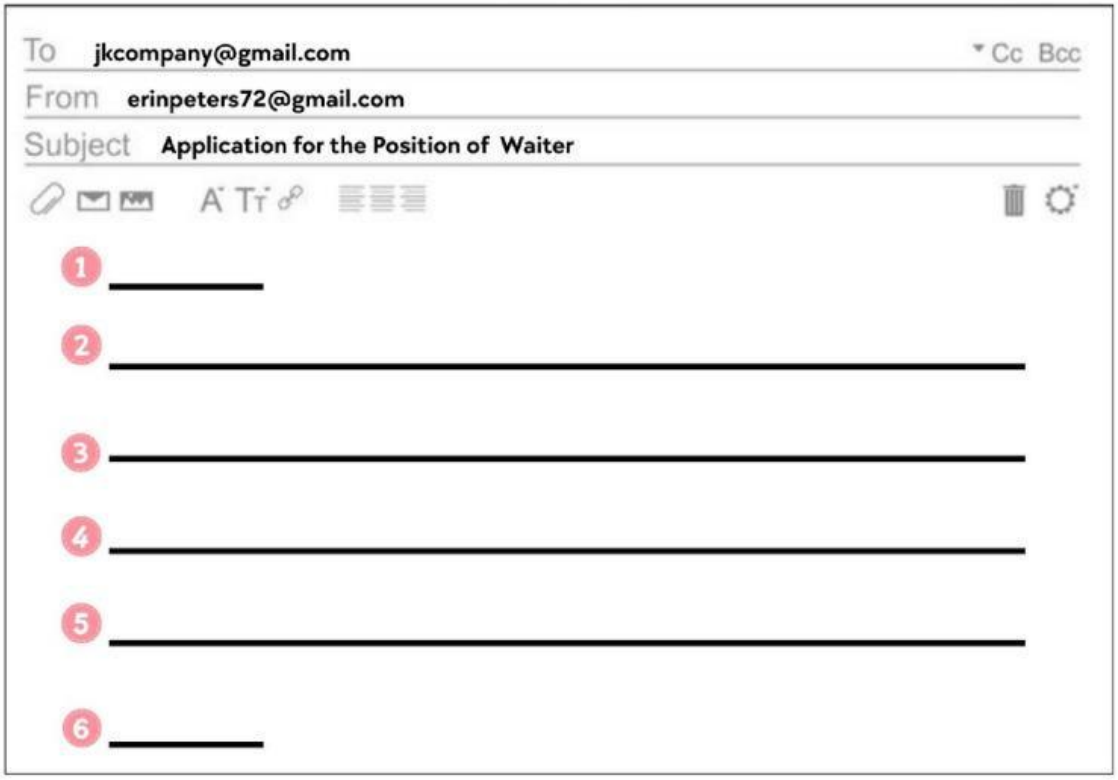
Strips of paper with paragraphs from a sample job application email (mixed up)



Yours faithfully.
Erin Peters

Please contact me if you require any further information regarding my application. I am available for an interview at your convenience and look forward to your reply.

In addition, I have previous experience working in a cafe. I worked part-time at Strawberry Cafe from May to August last year, where I learned how to take orders, serve food, and handle customer requests professionally. Furthermore, I am hardworking, punctual, and always eager to provide excellent customer service.

I am writing to apply for the position of waiter as advertised on the website findajob.com.

Dear Sir / Madam,

I am nineteen years old and have recently completed my secondary education. I believe I am suitable for this position because I possess the skills and qualities required for working in the service industry. I have good communication skills, can work efficiently under pressure, and enjoy interacting with people. I am also available to work on weekdays, weekends, and public holidays.

LIVEWORKSHEETS