

My name is: _____

WORKSHEETDate:
KET

Teacher's feedbacks

Task 1:

You saw an advertisement for a **shop assistant** in a clothing store.

Write a formal letter (80–100 words) to apply for the job.

In your letter, include:

- Why you are writing
- Where you saw the advertisement
- Your experience and personal qualities
- When you can start work

Task 2: Read and write. (Use each word ONCE. You may need to change the form.)

available – manager – retail – reliable – discuss –
require – succeed – opportunity – possess – signature –
notice

1. The company is looking for a _____ to lead the sales team.
2. This job _____ at least two years of experience.
3. She worked in _____ before moving to an office job.
4. He is very _____. You can trust him to finish the work on time.
5. We need to _____ the problem before making a decision.
6. There is a great _____ to study abroad this year.
7. She worked hard and finally _____ in her career.
8. You must obtain your teacher's _____ on this form.
9. Is this product still _____?
10. He doesn't _____ enough skills for this position.