Unit 5 lesson 5

Read the cover letter. What job does Ana want? _____

Ana Melo
494 56th Street
Oakland, CA 94609

Ms. Joan Carter
Director, City Tours
121 North Point Street
San Francisco, CA 94109

September 21, 2018

Dear Ms. Carter:

I am interested in the tour guide job for international visitors advertised on your website. I love San Francisco, and I hope to share my knowledge with visitors from around the world.

I have the experience and skills for this job. I grew up in São Paulo, and I was a tour guide there for two summers. I speak four languages—Portuguese, Japanese, Spanish, and English—and I love working with people from different countries. I studied history in college, and I learned about the history of San Francisco when I moved here. Also, I love telling visitors about new places.

Please see my résumé for more details about my work history. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,
Ana Melo

B Read the letter again. Take notes in the chart.

Experience	Skills

LIVEWORKSHEETS