JOB APPLICATION LETTER

➢ **Drag the parts of a job application letter to the correct places.**

HEADING

SALUTATION

BODY OF THE LETTER

COMPLIMENTARY CLOSE

SIGNATURE

Dear Mrs. Gilmore,
I am writing to apply for the sales assistant position advertised on the web page of the company.

John Alvarado
Av. Santiago 3654, San Bernado
john.alvarado@emailexample.com

January 29, 2020

Personal attributes that I believe make me suitable for this position include:

- Motivation: Volunteer participation and school results demonstrate high motivation.
- Customer service: Assisting with the sale of products at community events has allowed me to develop customer service skills.
- Communication: Acting in drama performances and working as an MC for school events has allowed the development of communication skills.

As a student, I have been enthusiastically involved as one of the representatives of the students in my school community, which has allowed me to develop strong interpersonal skills as well as management and organization skills.

Sandra Gilmore
Los Jardines 2387
Ñuñoa

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

Thank you for your time and consideration.

Sincerely,

LIVEWORKSHEETS