

Read the application letter below which Tariq sent to *Cook International*. Match each of the descriptions below to the corresponding part of his letter. Write each of the letters a-g in the box after the matching description.

formal ending	<input type="checkbox"/>	writer's name	<input type="checkbox"/>	organisation's address	<input type="checkbox"/>
formal greeting	<input type="checkbox"/>	writer's signature	<input type="checkbox"/>	writer's contact details	<input type="checkbox"/>
writer's address	<input type="checkbox"/>				

The Director
Cook International
P.O.Box 22
Whitby
WB7 9RJ

c

P.O.Box 9375
Seeb
Oman
Tel: +968 24560342
E-Mail: tariq@yooohoo.com

a

b

7th January 2012

Dear Sir/Madam,

d

- 1 I am writing to apply to become a volunteer on one of the *Cook International* programmes, as described on your website www.cookinternational.edu.net
- 2 I am particularly interested in your programmes in Africa and Central America. I would like to join a three-week programme starting in September 2012.
- 3 I speak Arabic and English and I am interested in learning new languages. I have a full driving licence and am an experienced off-road driver. I am also studying car mechanics. I am confident using computers.
- 4 I believe I would be a good volunteer as I enjoy meeting new people. I also enjoy working as part of a team. I am curious and adventurous and I am keen to explore the world.
- 5 I hope that you will consider me to be a suitable candidate. I look forward to hearing from you soon.

Yours faithfully,

e

Tariq Ali

f

Tariq Ali

g

2

Match the paragraphs 1 – 5 in Tariq's application letter above to the descriptions a-e below. Write the number of each paragraph in the appropriate box.

a useful skills and experience

d reference to the future

b suitability as a volunteer

e closing paragraph

c reason for writing