Dear Mr Scott,

I am writing to apply for the position of Senior Programmer, which was advertised on 28th March in *The Times*.

I graduated in May 2002 and did a work placement with British Gas as part of my degree. Before taking my present job I worked for a year with NCR. I stayed in this job (1) _____ March 2004.

(2) _____ the last three years I have been working as a software engineer for Intelligent Software. I have designed four programs in COBOL for commercial use, and (3) _____ January I have been writing programs in C for use in large retail chains. These have been very successful and we have won several new contracts in the UK and Europe on the strength of my team's success.

Two years (4) _____ I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae. I will be available for an interview at any time.

I look forward to hearing from you.

Yours sincerely,

Sarah Brown

Sarah Brown

B **Look at the HELP box and then complete the letter with *for, since, ago* or *until*.**

IT professionals

A Complete these definitions with jobs from the box.

| software engineer | computer security specialist | blog administrator | help desk technician |
| DTP operator | hardware engineer | network administrator | webmaster |

1 A _____ designs and develops IT devices.

2 A _____ writes computer programs.

3 A _____ edits and deletes posts made by contributors to a blog.

4 A _____ uses page layout software to prepare electronic files for publication.

5 A _____ manages the hardware and software that comprise a network.

6 A _____ designs and maintains websites.

7 A _____ works with companies to build secure computer systems.

8 A _____ helps end-users with their computer problems in person, by email or over the phone.