A Letter of Application Writing Exercise

A Write the phrases from the box into the most appropriate section below.

As you can see from my CV,	I have five years experience in this sector.
Currently, I am working as a	I look forward to hearing from you.
I am in charge of	I will be available for interview from
I am particulary interested in this position	I would be more than happy to discuss
I am very keen to use my English	Please do not hesitate to contact me for
I am writing in reply to your advertisement	With reference to your advertisement in

OPI	ENING
EXF	PERIENCE AND QUALIFICATIONS
RE/	ASONS FOR APPLYING
CLO	OSING THE LETTER
B Th	nink of a job vacancy that would interest you and write a letter of application.

ANSWERS

OPENING

I am writing in reply to your advertisement \dots

With reference to your advertisement in ...

EXPERIENCE AND QUALIFICATIONS

Currently, I am working as a ...

I have five years experience in this sector.

I am in charge of ...

As you can see from my CV, ...

REASONS FOR APPLYING

I am particulary interested in this position ...

I am very keen to use my English ...

CLOSING THE LETTER

I look forward to hearing from you.

I will be available for interview from ...

I would be more than happy to discuss ...

Please do not hesitate to contact me for ...