

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

HELP box

for, since, ago, until

- We use **for** to refer to a period of time.
*I've lived in Liverpool **for** five years.*
- We use **since** to refer to a point in time.
*I've been unemployed **since** May 2005.*

Dasselstr 28
50674 Köln
Germany
3rd March 2008

Mr Mikkola
Ajasta Keyhtio Publishing
Mäkituvantie 27,
Helsinki

Dear Mr Mikkola,

I am writing to apply for the job of graphic designer, which was advertised on your company website.

I have a bachelor's degree in graphic design from Köln Technical College, Germany. I started to work in the DTP field six years (1) _____, when I attended an in-company training course in Helsinki as part of the Leonardo Da Vinci Program. The project was coordinated by Heltech College, and I did practical training in Lönnberg PO, a Finnish company specializing in printing advertising material.

Before taking my present job, I worked for two years with KBI, a German publishing company, where I used Adobe Illustrator, Photoshop and QuarkXpress to lay out books and magazines. I stayed in this job (2) _____ June 2004.

(3) _____ the last three years I have been working part-time at VEM Verlag, where I've been responsible for visual graphic design and digital imaging. (4) _____ February this year I have been using Adobe InDesign, the new standard in professional page layout. I have knowledge of mainstream computer platforms, including Macintosh and Windows.

I would welcome the opportunity to work for your company. I would like to improve my graphic and typographic design skills and eventually move into management.

Please find enclosed my CV along with samples of my work. I will be available for an interview at any time. The earliest date that I could start work is 21 May.

I look forward to hearing from you.

Yours sincerely,

Eva Neumann
Eva Neumann

10 Complete the letter with for, since, ago and until.
2 marks for each correct answer

Total /8

FOCUS ON CONTENT

Read the rubric and the sample letter below. What information does the writer give about herself to show that she is suitable for the job?

Shop assistant required for bookshop

- Applicants must appreciate books and be reliable
- Good customer service and communication skills essential
- Previous sales experience preferred
- Part-time work

Apply in writing to: PO Box 7450

Dear Sir/Madam,

I am writing _____ to the position of sales assistant advertised in 'The Guardian' _____, 21st November.

I am seventeen years old and I'm _____ attending Radcliffe Sixth Form College, where I am studying A level Business Studies, Maths and German. I have previous experience working as sales assistant in a department store. The job _____ attending _____ to customers' needs and _____ on the till. This _____ experience provided me with excellent customer service and communication skills through _____ with customers. _____

In addition, I realise that _____ is important. I _____ consider myself to be hardworking and dependable. In my free time, I like reading and I am also an active member of the local library.

I believe I possess the necessary skills and experience for this position. I have enclosed a copy of my curriculum vitae _____ a reference from my previous employer. I hope my application will be taken _____

I look _____ to hearing from you.

Yours _____

Helen Austin

Letter of Application: Fill in the gaps.

Personnel Manager
18, Oak Street
Norwich
Norfolk NR9 5QP

Dear Sir/Madam,

I _____ to apply for the post of _____ which was advertised in the Evening News on April 3rd.

After I left university in 1990 in France, I (1) (complete) _____ a course on computer hardware and networking. Five years ago I (2) (do) _____ a course on Web design at the Cybernetics College in Cardiff University, where I (3) (learn) _____ how to use HTML and the Java language.

I (4) (study) _____ languages at school and, when I was a teenager, I (5) (spend) _____ six months in Morocco; I am fluent in French, English and Arabic. For the last three years I (6) (work) _____ part-time in Keo.com, where I (7) (be) _____ responsible for updating their website regularly. Since May this year I (8) (use) _____ Macromedia Flash to create media animation. I really enjoy working on the Web.

Please find enclosed a curriculum vitae and samples of my work. I will be _____ for an interview at any time _____.

I _____ hearing from you.

FOCUS ON STYLE

Read the letter again and find the formal words/expressions that correspond to the more informal meanings given below.

about (para 1)

now (para 2)

taking care of (para 2)

gave (para 2)

I think I am (para 3)

I have (para 4)

I have included (para 4)

thought about (para 4)

5 Cley Street
Swaffham
Norfolk NR8 3AT
3rd April