**TCI I - EII**

**1. APPLICATION / COVER LETTER: *Complete the following letter:*** (5 marks)

Dear Sir/Madam,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1) to apply for the position of Web Developer, which was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_ (3) your website \_\_\_\_\_\_\_\_ (4) 5**\_\_\_\_\_\_\_\_**(5) November.

\_\_\_\_\_ (6) you will see from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (7) CV, I \_\_\_\_\_\_\_\_\_\_\_ (8) a Master’s degree \_\_\_\_\_\_\_ (9) Software Engineering\_\_\_\_\_\_\_\_ (10) the Georgia State University. I did a work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (11) with SNC, an American company focusing \_\_\_\_\_\_ (12) the commercial sector, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include) (13) chip integration and cyber operations. I also had team-\_\_\_\_\_\_\_\_ (base) (14) working experience in Digital Signal Processors (DSP), as part of my degree.

For the last eight years I have been working \_\_\_\_\_\_\_\_\_\_\_ - time (15) for Intel, where I have worked at all stages of Intel hardware architecture from video graphics modelation and debugging through to testing product innovation. This experience has not only \_\_\_\_\_\_\_\_\_\_\_ (broaden) my outlook, but also enabled me to work for three years in France, so my command of French is native-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (speak) (16) standard.

I will be available \_\_\_\_\_\_ (17) an interview if you have any \_\_\_\_\_\_\_\_ (18) questions.

I look forward to \_\_\_\_\_\_\_\_\_\_\_\_\_ (19) from you.

Yours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (20),

Jeremy Day

**2. APPLICATION / COVER LETTER: *Complete the following letter:*** (5 marks)

Dear Ms. Asghar,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1) to apply \_\_\_\_ (2) the position of IT Analyst, which was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3) \_\_\_\_\_\_\_\_\_ (4) your website \_\_\_\_\_\_\_\_ (5) \_\_\_\_\_\_\_\_\_ 23\_\_\_\_\_\_\_\_\_\_ (6) \_\_\_\_\_\_\_ August.

\_\_\_\_\_ (7) you will see from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (8) CV, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (9) \_\_\_\_\_\_\_ (10) the University of Glasgow with a BSc Degree \_\_\_\_\_\_\_ (11) Computing Science/Business & Management. I did a work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (12) with Gordon’s Financial Services in Oslo, a Norwegian company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (13) (specialize) in package implementations, and working with outsourcers and offshore teams, as part of my Degree.

For the last eight years I have been working \_\_\_\_\_\_\_\_\_\_\_ time (14) for Hewlett Packard where my duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (15) all stages of project life cycle, from feasibility requirements and business and systems design to testing and implementation.

I will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1) for an interview at any time convenient \_\_\_\_\_\_\_\_ (1) you.

I look forward to \_\_\_\_\_\_\_\_\_\_\_\_\_ (1) from you.

Yours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (),

Marion Sinclair