***Put the verbs into the present perfect or past simple***

1. IBM (develop)\_\_\_\_\_\_\_\_ Fortran in the mid-1950s to create scientific and engineering applications.
2. John (be) \_\_\_\_\_\_ a software engineer since May 2006.
3. Once I (realize)\_\_\_\_\_\_\_ that I had a virus, I ran on my virus protection program.
4. (you ever work)\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ as a web designer?
5. John (surf) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the Web since 2000, and everyday he finds new things that catch his eyes.
6. I have (apply) **\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ for several jobs in recent months.
7. How many emails (you receive) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so far today?
8. I (look) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the screen for too long. Now my eyes are sore and tired.

**Complete the letter with *suitable words***

Dear Mr Mikkola,

I am writing to apply (1)\_\_\_\_\_a job of graphic designer, which was advertised (2)\_\_\_\_ your company website.  
I have a bachelor’s degree (3)\_\_\_\_\_\_\_\_graphic design from Koln Technical College, Germany. I started to work in the DTP field six years (4)\_\_\_\_\_, 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 Lonberg P.O, a Finnish company specializing (5)\_\_\_\_\_ printing advertising material.

Before taking my present job, I worked for two years with KBI, a German publishing company,(6)\_\_\_\_\_\_\_\_I used Adobe Illustrator, Photoshop and Quark Express to layout books and magazines. I stayed in this job (7)\_\_\_\_\_ June 2004.

(8) \_\_\_\_\_\_\_ the last three years I have been working part-time at VEM Verlag, where I’ve been responsible(9)\_\_\_\_\_\_\_graphic design and digital imaging. (10)\_\_\_\_\_ February this year I have (11)\_\_\_\_\_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 more into management.

Please find enclosed my CV along with samples of my work. I will be available (12)\_\_\_\_\_\_ an interview at any time. The earliest date that I could (13)\_\_\_\_\_ work is 21 May.