



A LETTER OF APPLICATION

1 Read Nancy's letter of application and complete it using the phrases and words in the box.

I consider myself	experience	widely
As you will see	hard-working	fluently
I am writing in response	advertisement	CV
I look forward to hearing	on business	deadlines

Worldwatch Europe IPA
 56 Merritts Avenue
 Overland Park
 Reading
 RG2 6HD

Dear David Benton,

_____ to your _____ in today's *Guardian* for a journalist based in Geneva.

_____ from the enclosed _____, I studied journalism and modern languages at University College, London, and went on to do a master's in journalism at Queen Mary's College, London.

_____ the ideal candidate for the job because I have all the relevant _____. In my present job I am in charge of Eastern Europe publications for Intertec Publishing. Before this, I worked for the BBC World Service, at first covering Mexico and Argentina, then Europe. I have travelled _____ in South America and Europe. In my present job I frequently go to Japan _____. I speak French, German, and Spanish _____.

I am an enthusiastic and _____ person. I am good at organizing people and can meet _____.

_____ from you in the near future.

Yours sincerely,

Nancy Mann

2 Answer the questions.

- 1 What job is Nancy applying for?
- 2 Where did she hear about the vacancy?
- 3 What is she sending with her letter?
- 4 Look at her letter and the advert. Why does she think she is right for the job?

Worldwatch Europe

Business Journalist

This international business magazine, with 1,000,000 readers worldwide, is seeking a journalist, based in Geneva, to cover business news in Europe.

Requirements:

- a master's degree in journalism
- at least two years' experience in business journalism
- fluent in French and German. If possible, some knowledge of Spanish
- excellent communication skills
- international travel experience is a plus

Please send CV and letter of application to:
 David Benton, Worldwatch Europe IPA
 56 Merritts Avenue, Overland Park, Reading RG2 6HD
 Visit us on the web: <http://www.wep@ipc.co.uk>

3 You are going to write a letter of application. Read the job advertisement below.

TRANS-GLOBE TOURS

TOUR GUIDES

We are looking for enthusiastic, hard-working, friendly people who

- have good interpersonal skills
- speak two or more languages fluently
- have a genuine interest in other countries and cultures
- want to see the world

Please apply with CV to:
 Martin Ruane, Personnel Manager
 Trans-Globe Tours, Victoria Square, London SW1 6VC

4 Answer the questions in exercise 2 about you. Use your answers to write your letter of application for Trans-Globe Tours. Write about 200 words.