

1] Make notes on an application email:

Where you saw the advertisement:	
What you are doing at present:	
Why you are applying:	
Further information about yourself:	

2) Write the application email:

Dear Sir/Madam,

<sup>1</sup>**I am writing in reply to your advertisement in Mlada Fronta for a tourist guide.**

<sup>2</sup>**At present, I am working as** a Senior English Teacher in Prague. <sup>3</sup>**This role involves** giving classes and working with other teachers. I work long hours, but I enjoy my work.

I have been working at the Perfect Language School for five years and this has taught me a wide range of skills that are valuable in my work. I would now like the opportunity to develop my skills in a new position. Furthermore, I would like to work in an international environment where I could meet people from other countries. <sup>4</sup>**I am very interested in working for** your company.

<sup>5</sup>**As you will see from my CV,** English is one of my main interests. When I have time to relax, I read English books or watch English movies. I recently attended an English language course in London. I have also guided a few friends around Prague.

I would be pleased to discuss this email and my attached CV, and <sup>6</sup>**I look forward to hearing from you.**

Yours faithfully,