

16 Job application

Lanchester Fish
15 Collings Lane
Lanchester
LA5 8RU

26 Farleigh Road
Lanchester
LA4 6KP

20 November 2001

Dear Sir or Madam,

1 I am writing (a) _____ your advertisement for a payroll controller for Lanchester Fish in the Wessex Gazette of 19 November 2001.

2 I am (b) _____ a payroll assistant at Lanchester Tennis Club. I joined them when I left school. (Please see attached CV)

3 (c) _____ you say you are looking for someone who can work on his or her own initiative and develop payroll systems. During the recent unfortunate illness of the payroll controller at the Tennis Club, I have had to both run the department by myself and develop new systems.

4 You also mention in the job advertisement that a high degree of computer literacy (d) _____. Computers are my hobby and of course I use them at work at the Tennis Club. I know all the major programs on PCs and Macs and have carried out repairs to the computer system at the Tennis Club when necessary.

5 I am (e) _____ my CV with this letter.

6 I would be very happy (f) _____ if selected.

Yours faithfully,

D Rogers

David Rogers

First reading. Write the missing words in the correct places (a–f) in the letter.

in your advertisement enclosing to attend for interview
is required at present in reply to

Second reading. Look at the paragraph summaries (a–f) below. Match each summary with the correct paragraph number (1–6).

- a David Rogers says how his job fits the job advertisement 1. _____
- b David Rogers says how his job fits the job advertisement 2. _____
- c Where David Rogers saw the advertisement. _____
- d David Rogers wants to come to a job interview. _____
- e What David Rogers's job is now. _____
- f David Rogers's CV is with the letter. _____