

CPI1 WORK AND STUDY ABROAD COVER LETTER

Write the verbs in brackets in the correct form.

Greeting	Dear Sir/Madam,
Reason for writing	With reference to your advertisement on the JobFinders.com website, I am interested in _____ (apply) for the post of tour leader for Italian school students.
Background and experience	I am 26 years old and _____ (currently study) for a diploma in Tourism at Naples University. After that I hope to follow a career in the travel industry. During the last few summer holidays I _____ (work) as a youth leader in Italy, and I _____ (enjoy) the work very much. Next summer I _____ (like) to do something more varied and challenging, and for this reason I am interested in the job of tour leader, taking students to London.
The job	I _____ (feel) that I would be well-suited for this job as I enjoy _____ (work) with young people. I have a lot of energy and enthusiasm and am also responsible and reliable.
Refer to your CV	I have attached my CV as a Word document. You will notice that I _____ (supervise) children on a range of sports and cultural activities as well as _____ (deal) with transport arrangements and tickets. You will also notice that my English is good and I have First Certificate grade A.
Final comments	I _____ (be) grateful if you would consider my application. You will see from my attached CV that two people can be contacted as references, one is a university professor and the other is from the summer programme where I _____ (work) last year. I am available for interview in Naples any weekday afternoon, and you can email me or telephone me on the number below.
Standard final sentence	I look forward to _____ (hear) from you soon.
Formal ending	Yours faithfully,