

Complete the following application letter using the following verbs:

contact **discuss** **employed** **welcome** **involved**
apply **enjoy** **notice** **advertised** **matches**

Dear Ms Baudoin,

I am writing to _____ for the position of Public Affairs Associate which was _____ last week in the International Herald Tribune.

Although I am presently _____ by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly _____ the chance to work for your company and as you will _____ on my enclosed curriculum vitae, the job you are offering _____ both my personal and professional interests.

My work experience has familiarized me with many of the challenges _____ in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position.

Moreover, as my mother is German, I am fluent in this language and would definitely _____ working in a German-speaking environment.

I would be pleased to _____ my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to _____ me if you require further information.

I look forward to hearing from you.

Yours sincerely,

(Signature)

Fiona Scott

ANSWERS ON NEXT PAGE

1. apply; 2. advertised; 3. employed; 4. enjoy; 5. notice; 6. matches;
7. involved; 8. welcome; 9. discuss; 10. contact

LETTER TEMPLATE:

Fiona Scott
52 Hanover Straat
Edinburgh EH2 5LM
Scotland
UK

8th January 2004

Nathalie Baudoin
Patagonia GMBH
Reitmorstrasse 50
8000 Munich 22
Germany

Dear Ms Baudoin,

I am writing to apply for the position of Public Affairs Associate, which was advertised last week in the International Herald Tribune.

Although I am presently employed by a non-profit making organisation, it has always been my intention to work in a commercial environment. I would particularly welcome the chance to work for your company and as you will notice on my enclosed curriculum vitae, the job you are offering suits both my personal and professional interests.

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I look forward to hearing from you.

Yours sincerely,

(Signature)

Fiona Scott

E-MAIL TEMPLATE:

FROM: fionascott@gmail.co.uk
TO: nbaudoin@patagonia.de
SUBJECT: job application
DATE: 08/01/23

Dear Ms Baudoin,

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Yours sincerely,

Fiona Scott