

Find the missing words in this cover letter – key attached

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Fortnum & Mason's
181 Piccadilly
London
W1A 1ER

3 August 20__

✓
✓
Dear Sir/Madam,

Re: Job as a **part-time sales assistant (reference: JBW5014)**

I would like to (1) **APPLY** for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2) **ADVERTISED** in "Recruit Now" on 2 August. Please find (3) **ATTACHED** a copy of my CV.

My previous jobs include **two years** as a sales (4) **ASSISTANT** in an organic food shop in Japan. This has given me (5) **EXPERIENCE** of dealing with customers, as well as cashier skills and a basic (6) **KNOWLEDGE** of food retailing.

I have been living in London (7) **SINCE** last September, and am currently studying **English at a** (8) **LANGUAG** school. I have good **English communication skills** (recently I passed the Cambridge **First Certificate in English exam**). My fluency in Japanese may be useful when (9) **DEALING** with your Japanese customers. I am **an enthusiastic worker, and enjoy** (10) **WORKING** in a team. My student visa (11) **ENTITLES** me to work up to 20 hours per week (or longer during my school holidays), and I could (12) **START** work immediately.

I would welcome the opportunity to (13) **DISCUSS** the job vacancy with you on the telephone or at an (14) **INTERVIEW**. I can be contacted most easily on my (15) **MOBILE** telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

Akiko Tanaka

Akiko Tanaka

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attached discuss since

knowledge language

dealing advertised interview

working experience assistant

apply