**ACTIVITY: Writing a covering letter**

Suzanna Shah wants to apply for a job through Horizons Unlimited, a recruitment agency, so she is sending her CV and a covering letter.

1. **Match the addresses and date below with the correct position – a, b, c - on the letter.**

|  |  |  |
| --- | --- | --- |
| 30th May, 2024 | Horizons Unlimited  PO Box 444  Richmond  Surrey  SJ5 4TS | 15 Leigh Farm Road  Wood Green  London  N22 4TR |

|  |  |
| --- | --- |
| a …………………………  …………………………  …………………………  …………………………  ………………………… | b ………………………  ………………………  ………………………  ……………………… |

c ...……………

1. **Working in a pair, put Suzanna’s letter in the correct order.**

|  |  |
| --- | --- |
| 15 Leigh Farm Road  Wood Green  London  N22 4TR | Horizons Unlimited  PO Box 444  Richmond  Surrey  SJ5 4TS |

30th May, 2024

|  |  |
| --- | --- |
| d | I am interested in any restaurant positions you have, especially in London and the South East. |
| e | I will be available to start work from the middle of August. |
| f | I look forward to hearing from you soon. |
| g | Yours faithfully, |
| h | I enclose my CV as requested. |
| i | I am a qualified chef and have experience as an assistant head chef and as a sous chef. |
| j | I am writing in reply to your advertisement for temporary positions over the summer, which appeared in the “Western Mail” on 25th May. |
| K | Dear Sir or Madam, |
| l | However, I am willing to consider similar work. |
| m | Suzanna Shah |