

Unit 6 – Reading

Letter of application: Fill in the words from the box.

Thomas Müller
Bäckerstraße 7
A-4020 Linz
Austria

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reference	finish	apply	prevocational

MVM Cars
23 Hill Avenue
Manchester, M1 2ER

5 November 20..

Dear Sir or Madam,

Re: Apprentice mechanic

With to your advertisement on the internet on 28th October, I would like to for a job as an apprentice mechanic at your workshop in Vienna.

I am 15 years old, I have excellent manners and I am to work hard.

I speak English very well and I understand some Italian, too.

At the moment I am doing my year at PTS Linz where I've chosen to specialise in metalworking. I will school next July. I

..... a copy of my last school report for your further use.

As you can see from my CV I did a taster course at a workshop in Linz in October. I really liked the job, it was very exciting to see how cars and trucks were repaired there.

I'm for an interview at any time.

I look forward to hearing from you soon.

Yours

Thomas Müller

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Encl. CV

copy of last school report