

## **Letter of Application: answers**

1. in response to / in reply to
2. position / post / vacancy
3. At present / Currently
4. position / post
5. provided me with / afforded me
6. I have improved my ability
7. leadership skills
8. to work under pressure / achieve results
9. ideal candidate / best-qualified candidate
10. welcome
11. available
12. I look forward to hearing from you in the near future

## **Language Focus**

- a. I am writing with reference to your advertisement in the The Times on 1st September 2015
- b. I would like to apply for the position of Management Trainee.
- c. I look forward to hearing from you in the near future.
- d. I am available for an interview at any time and you can contact me at the email address provided.
- e. My leadership skills and my ability to work under pressure will enable me to contribute to the high-quality service your company provides. I feel I am the ideal candidate for the position for the reasons stated.