



**Gymnázium arm. gen. L. Svobodu,
Komenského 4, 066 01 Humenné**

„Jazyk a trh práce“

ITMS kód projektu: 26110130627



Meno a priezvisko: Marianna Lokšíková

Téma: Žiadosť o prijatie do zamestnania 1/A

Druh a číslo výstupu: Učebný text/3

„Moderné vzdelávanie pre vedomostnú spoločnosť/Projekt je
spolufinancovaný zo zdrojov EÚ.“

TASK 1

Complete the text with the correct form of the words in brackets.

A LETTER OF APPLICATION

21 Rocks Road
Bristol BS8 9DF

20 April 2013

Ms Alice Parker
Personnel Department
Multimedia Design
3 Albion Lane
London SE1 8DD

Dear Ms Parker

I am writing to apply for the post of assistant 1 (**DESIGN**) advertised in the Evening Post of 18 April. 2 (**PLEASURE**) find enclosed a copy of my CV.

Since graduating from Cardiff University I have been working for EMS Corporate Imaging on a contract 3 (**BASE**). I have become particularly interested in 4 (**INTERACT**) and multimedia work and now wish to 5 (**DEVELOPMENT**) my career in that direction.

I would welcome the chance to work as part of a small dynamic team where I could make a significant 6 (**CONTRIBUTE**) while developing my skills yet 7 (**FAR**). I would be happy to show you a portfolio of my work.

I am available for interview next week and look forward to hearing from you.

Yours 8 (**SINCERE**).

Mark Reilly

Enc. CV

(zdroj: Hornby, A. S., *Oxford Advanced Learner's Dictionary of Current English*. Oxford: Oxford University Press, 2010. R53 s. ISBN 978-0-19-400116-8, upravené)

