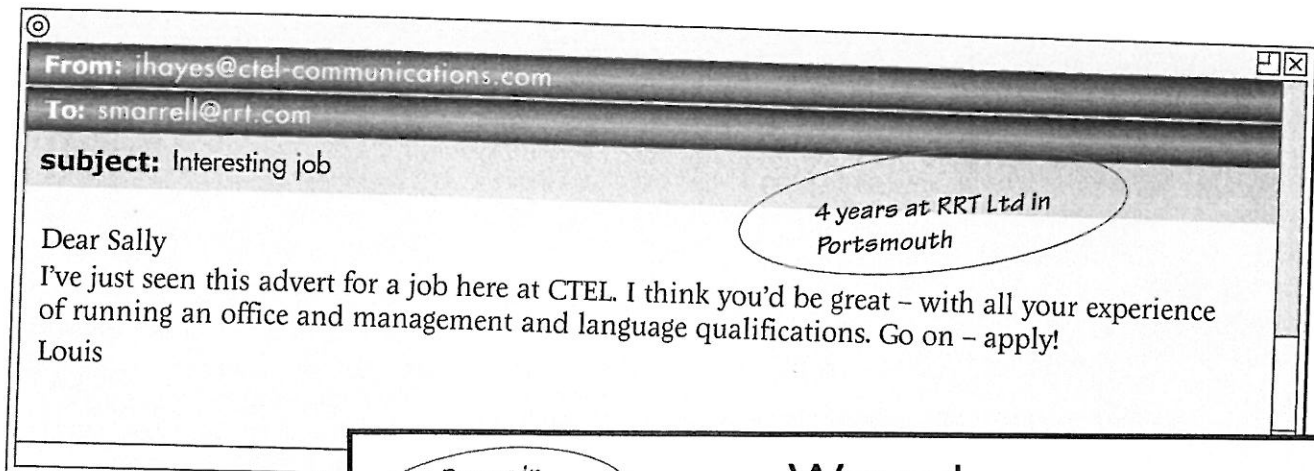


Writing

1 Your friend sends you an email with an attached job advertisement. You decide to apply for the job. Use your notes to write a cover letter to send with your CV.



Wanted

OFFICE MANAGER

Do you enjoy the excitement of running your own office?
 Are you resourceful, sociable and well-organised?
 Can you operate under stress?
 Can you manage up to 30 staff?
 Are you a competent French speaker?

Yes - to all

Diploma in French

To apply, email your CV and a cover letter to Geoffrey Walker: g.walker@ctel-communications.com
 Closing date for applications: 28th May 04

2 Read a letter applying for the job. Find and correct any mistakes.

