

ANSWERS

OPENING

I am writing in reply to your advertisement ...

With reference to your advertisement in ...

EXPERIENCE AND QUALIFICATIONS

Currently, I am working as a ...

I have five years experience in this sector.

I am in charge of ...

As you can see from my CV, ...

REASONS FOR APPLYING

I am particularly interested in this position ...

I am very keen to use my English ...

CLOSING THE LETTER

I look forward to hearing from you.

I will be available for interview from ...

I would be more than happy to discuss ...

Please do not hesitate to contact me for ...

