**Unit 6 – Reading**

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

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| |  | | --- | | available faithfully enclose prepared reference finish apply prevocational |   Thomas Müller  Bäckerstraße 7  A-4020 Linz  Austria    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*  Thomas Müller    Encl. CV  copy of last school report |