**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  |