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March 11, 2015

Tommy’s Place

Job Title

Tommy’s Place

4488 Governor’s Drive

San Diego, CA 92122

Dear Madam/Sir,

I would like to (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the job of part-time sales assistant in the food section of Tommy’s, as (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in *The San Diego Union Tribune* on March 6th.

My previous jobs include two years as a sales (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in an organic food shop in Japan. This has given me (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of with customers, as well as cashier skills and a basic (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of food retailing.

I have been living in San Diego(6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last September and I am (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ studying English at San Diego Continuing Education. I have good English communication (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and my fluency in Japanese may be useful when (9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with your Japanese customers. I am an enthusiastic worker, and I enjoy working in a (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I could (11) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work immediately.

(12) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please find a copy of my resume.

I would welcome the opportunity to (13) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the job vacancy with you on the telephone or at an (14) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I can be contacted most easily on my cell phone or by email (see (15) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the top of this letter).

Respectfully,

Akiko Tanaka

Answer key:

1. apply
2. advertised
3. assistant
4. experience
5. knowledge
6. since
7. currently
8. skills
9. dealing
10. team
11. start
12. attached
13. discuss
14. interview
15. details