

Training Bewerbung Britisch

Animator: We seek several animators for our resorts in the Pacific and Indian Ocean. Candidates must be athletic and have good communication and social skills. Good salary. Apply with full CV to Pacific Club Tours, P.B. 1928, Ivory Beach.

- 110** Versuchen Sie, den Brief zu ergänzen. Verwenden Sie das Vokabular aus dem Musterbrief im Buch «Der Business-English-Trainer».

Dear Sir or Madam

With **reference** _____ to your advertisement on the World-Wide Jobs website, I am writing to **apply** _____ for the **position** _____ of Sports and Games Animator with _____ your company.

As _____ you can see **from** _____ my CV, I am well **qualified** _____ for this job. I have always enjoyed outdoor activities, and I have often worked in youth camps in summer. **After** _____ a 3-year training **as** _____ a clerk **with** _____ a travel agency, I am **now** _____ looking for a new **challenge** _____ with an opportunity **to** _____ use my social skills and to see interesting places.

Thank you for **considering** _____ my **application** _____.

I could come **for** _____ an interview at **any** _____ time that is **convenient** _____ to you and can **be** _____ contacted on 276 4659 to make an **appointment** _____.

Please do not **hesitate** _____ to call me if you **require** _____ any further information.

Yours faithfully

Toby Trunk

Toby Trunk

Eine persönliche Anrede

war hier leider kaum möglich, weil weder Adresse noch Telefonnummer leicht zugänglich waren. So hat Herr Trunk darauf verzichtet.

Übung aus

«Der Business-Korrespondenz-Trainer», S. 115 – Sonderdruck zur Verwendung mit dem Business-English-Trainer.

- b Hören Sie die © **CD-Spur 47**. Füllen Sie fertig aus.