

10 King Road,
Ipswich, Suffolk,
IP1 4BJ
6 April 2011

Dear Mr/Mrs,

I am writing in response to your advertisement in The Times of 19 March for a part-time nanny.

I am a 24 year old Italian currently studying here in London and I am looking for part-time work to finance my studies.

I have experience in working with children, having worked as a babysitter in Rome for three years.

My course commitments make it impossible for me to work in the morning **but I would be available** every afternoon and most evenings. **I would also be willing** to work at weekends.

I enclose a copy of my CV and would be grateful if you would consider me for the post. I can be contacted at the above address and would be available for interview on any afternoon at your convenience.

I look forward to hearing from you,
Yours sincerely,
.....

(To avoid confusion between month/day, write the month instead of using numbers e.g. January 15th, 2011, or 15 January 2011)

Match the following pairs

- | | |
|------------------------|-----------------------------|
| 1) I would be grateful | a) available |
| 2) I am writing | b) in working |
| 3) In The Times | c) for a part time nanny |
| 4) I have experience | d) studying for |
| 5) Your advertisement | e) if you would consider me |
| 6) I am currently | f) in response to |
| 7) I can be contacted | g) of 10 March |
| 8) I would be | h) at the above address |

Answers: 1) e - 2) f - 3) g - 4) b - 5) c - 6) d - 7) h - 8) a