



## Proofreading a job application letter - answers

When you write a letter to apply for a job, it's important to make a good impression. There are a lot of **mistakes** (in bold) in this letter!

Church Cottage  
Livermore Road  
Benford  
Wiltshire

1 May 2011

Dear Sir or **Madame**

I wish to apply for the post of office **asistant** that was advertised in last **wednesday's** Daily Star.

I left **collage** last summer with Level One certificates in basic accounts and keyboard skills. I then started work part time in **september** at Longley's Garage in Bassingford and I worked **their** for six months before being made redundant. My job involved entering data into the computer system, **fileing** and photocopying.

I am now looking for a full-time job **witch** offers me the chance to learn new computer skills and develop my career.

In my spare time **i** enjoy **swiming** and going to the cinema with **freinds**. I have just **past** my driving test and **have** my own transport.

I enclose a copy of my **cv** and look forward to hearing from you soon.

Yours faithfully

David Grey

There are five spelling mistakes in this text: **Madame**, **asistant**, **fileing**, **swiming**, **freinds**.

The correct spellings are: **Madam**, **assistant**, **filing**, **swimming**, **friends**.