



Proofreading a job application letter

How many **mistakes** can you spot in this job application 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 swimming and going to the cinema with freinds. I have just past my driving test and my own transport.

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

Yours faithfully

David Grey