

JOB APPLICATION LETTERS

① Look at the following job advertisement:

Trading and Commercial Bank

Trainee Managers

We will be recruiting trainee managers to start work in late June or early July in our branches all over Europe. Applicants should have a degree in an appropriate area and a knowledge of English and/or German. Apply in writing to:

**The Personnel Officer
Trading and Commercial Bank
134 Collins Street
Manchester**

② You see the following advertisement in the newspaper. Write a letter applying for one of these positions and asking for more details about the discounts.

Trainee Travel Agents

We are looking for students who are interested in training to become travel agents. To join our training scheme you must have a knowledge of English and an interest in travelling. These positions are unpaid, but you will receive large discounts on all our organised tours and holidays.

Write to: **Maria Sampras**
Director
TRAVELWISE
Via Ardipane
Rome 04100