

Help desk

What do these words mean?

a sales assistant – a person who sells goods or services in a shop.

the retail industry – the industry involved in buying goods and selling them to the public.

window-dressing – preparing a shop window in an attractive way so that the public are interested in buying things from the shop.

Exercise 3

Peter Connolly received this letter today from someone who is interested in the job at his shop. Read the letter and decide in each case which is the correct preposition from the two possibilities. Write your answers in the spaces below.

6 Kenton Road
Chatsworth CH6 2DD
Mobile: 07779 34500
Email: AndreaF@chmail.co.uk

20 August 20XX

Mr Peter Connolly
The Chatsworth Shoe Box
10 Portugal Place
Chatsworth CH1 1BD

Dear Mr Connolly

Job (*) **as/of** a full-time sales assistant

I would like to apply (a) **to/for** the job of a full-time sales assistant at The Chatsworth Shoe Box as advertised (b) **in/at** Thursday's Chatsworth Herald. Please find enclosed a copy of my C.V.

My previous jobs include two years as a sales assistant in the footwear department (c) **at/within** Selfridges on Oxford Street, London. This gave me experience of dealing with customers, as well as basic cashier skills and a good knowledge of the shoe retail industry.

I have good communication skills and also speak basic Spanish and Italian, which may be useful when dealing with customers whose first language is not English. I am an enthusiastic worker and enjoy working as part of a team. I returned (d) **to/in** Chatsworth a week ago after a year of travelling around Europe and I am free to start work immediately.

I would welcome the opportunity to discuss the sales position with you on the telephone or at interview. I can be contacted on my mobile phone or by email (please see details (e) **on/at** the top of this letter). I look forward to hearing (f) **from/of** you.

Yours sincerely



Andrea Farrell

Answers

Example (*) **as**

a _____ b _____ c _____ d _____ e _____ f _____