

## Attachment: Review the document

Number of methodological Tool	EUPA_LO_053_M_01
Number of attachment	EUPA_LO_053_M_01_Att1

### Question 1:

What are the elements you would pay special attention while reviewing a letter?

1.

2.

3.

4.

### Question 2:

Review the following letter and find the main mistakes

#### LETTER 1.

To whom it may concern:

I read your ad for the assistant position and would like to apply. As my resume shows you, I have a lot of great experience that you can use. And, IMHO, this job is exactly what I want!!!

Please review my resume and call me soon to schedule an interview. I am so eager to meet you. Hope to CU soon!!!



Sincerely,  
Debbie Jobhunter

**MISTAKES**

1.

2.

3.

4.

**Now, try to re-write the same letter appropriately**

