

PRACTICE 4

Situation: You work at GSL International Recruitment Agency, 17 Quai d'Orsay, 75007 Paris.
Tel. 33/ 1 40 62 55 41 Fax 33/ 1 40 62 56 92. The Manager is Mr Alain Saille.

Mr Saille hands you the following letter and asks you to reply to it.

Auton Software

Unit 19, Business Square, Great Guildford Street, London SE1 0HS
Website: www.auton.com Tel: 020 9876 5544 Fax: 020 9876 5654

GSL International Recruitment Agency
17 Quai d'Orsay
F-75007 Paris
France

12 January ...

Dear Sirs

We recently wrote to you enquiring about your services. We have looked through your terms and conditions and found them to be satisfactory.

We are a small software company established 7 years ago specialising in accountancy programmes for small businesses. We are looking for a sales person responsible for developing sales in France. The person will work from home and a car will be provided. We need someone who speaks fluent French and English, has experience in accounting and is familiar with computers. It would be preferable if the person is familiar with the French taxation system. It would be an advantage if they had a background in sales. The salary is negotiable. We would require the successful candidate to start work on 1 May.

I look forward to hearing from you.

Yours faithfully
J. Wright
Jonathan Wright (Dr)
Managing Director

Mr Saille adds, "I've entered the details into the computer and printed out a list of possible candidates. See who would be best for the job and draft a letter ready for my signature. Send a copy of the CV with the letter and suggest an interview with the proposed candidate in our rooms here. If they want they can interview any other suitable candidates at the same time."

Name	Fluent Languages	Degree	Previous Experience	Computer Skills	Driving Licence
Natalie Morley	Ital, Fr, Eng	Economics	Accounts Clerk Stockbroker	V. good	No
Gisele Devreux	Eng, Fr	French Literature	Sales Rep Credit Controller	Good	Yes
Lorraine Barrymore	Fr, Eng	Accountancy	Accountant Tax Inspector	V. good	Yes
Christian Moreaux	Eng, Sp, Fr	No degree	Tax Clerk Sales Manager	Good	Yes
Michel Lamaison	Fr, Eng	Information Technology	Software Engineer Software Sales Rep	Excellent	Yes
Thierry Meyer	Germ, Eng, Fr	Business Studies	Software Sales Rep Financial Manager	Excellent	Yes

Draft the letter.