CARTAS DE PRESENTACIÓN EN INGLÉS: **AUTOCANDIDATURA**

First name and surname

Address

City, state, zip

**CANDIDATE**

Country

Telephone

E-mail

Department …………

Company’s name

Company’s address

Country

 DATE

Dear Sir or Madam …………………

I am writing to let you know of my interest in working at the ………………………….(name of the company) as an Administrative assistant/Personnel Assistant. I have discovered through your website, which I found very interesting, that ………………….(name of the company) is a very well-known company.

I am looking for a position that would make greater use of mv broad training and I would also value the opportunity to get into a more advanced phase of accounting. I would therefore appreciate it if you would consider me for an Administrative Assistant/Personnel Assistant position in your company.

As regards personal qualities I should like to point out my ability to……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………(talk about your abilities and skills).

I should be grateful for the opportunity of knowing you personally through an interview to let you know more fully of my knowledge and experience.

Yours sincerely,

Signature

Name and Surname

(\*) I enclose curriculum vitae and recent photo.