CARTAS DE PRESENTACIÓN EN INGLÉS: **RESPUESTA A UN ANUNCIO**

First name and surname

Address

City, state, zip

**CANDIDATE**

Country

Telephone

E-mail

Mr. /Mrs. …….. (To whom it may concern)

Department …………

Company’s name

Company’s address

Country

REF: …………………………………… (The position you are applying for)

DATE

Dear Mr. /Mrs. ………….. (The surname of the person it may concern),

With reference to your recent advertisement in…………………………………………………………………… (Where you saw the announcement), I would like to express my interest in the position of …………………………………… (The position you are applying for) and enclose my CV for all the information you could need.

I obtained my …………………………………………………………………………………………… (You have to explain your background education studies)………………………..Year ago (when you finished your studies). My work experience …………………………………………………………………………………… (Explain your work experience, if you have it).

I believe that I am the right candidate for this position because………………………………………………… (You have to talk about your skills, strengths, achievements), together with my experience and extensive knowledge of……… (Computer skills, other languages). I am very enthusiastic about the possibility of joining the……………. (Name of the Company) team and contributing to the projected expansion of the company’s presence in …….. (Country), and I believe that it would offer exciting challenges and the opportunity to develop professionally.

Looking forward to hearing from you.

Yours sincerely,

Signature

Name and Surname