
Name Last name
Address
City, State, Country,
Zip Code
Contact Phone
Contact mail

Company
Address
City, State, Country,
Zip Code
Contact Phone
Contact mail

Place, date

Dear Sir (Name)

I am writing to let you know of my interest in working at the company (name) as a (job). I have discovered through your website, which I found very interesting and of excellent design, that (put some compliment, an achievement of the company).

I am (profession) with a wide experience in this field and have recently completed (experience about).

As regards personal qualities I should like to point out my ability to become part of a team and my attention (strengths and weaknesses). Furthermore, I value my capacity to (continue).

I should like to thank you in advance for considering this application and suggest the possibility of us meeting in an interview to explain any further details you may like to know about my work experience.

I enclose my curriculum and look forward to hearing from you.

Yours sincerely,

(Name Last name)
