

[Your name and last name]

[Your Address]

[Your Postal Code / City / Country]

[Your email address]

[Your phones (landline and mobile)]

Mr. or Mrs. [Name and surname of the recipient] [Position Title] [Company]  
[Address]

[Insert the city from where you write and the full date displayed]

Subject: Application for the job vacancy [include the job title they are seeking. If it is not the case, place the one that you can play].

Dear Sir/Dear Madam, [choose the correct salutation]

I am writing to offer you my work experience so that you can consider me for the vacancy that currently exists on your staff. I have formation in [briefly include your technical or professional training, studies, knowledge in related fields and even in others but that are relevant to know your *expertise*].

My goal as a hard worker is always to improve what I am doing and achieve my best performance. My experience [or professional career] covers [add relevant details from your *practical experience* (previous jobs, positions, responsibilities)]. I consider myself a responsible and organized person, with an aptitude for teamwork, planning, and management.

Thank you in advance for considering this request.

Best regards,

[Signature]

[Legible name and surname]