[Lugar y fecha]

**Carta de Presentación en inglés**

[Nombre de la empresa]

[Nombre y apellido de la persona a quien va dirigida la carta]

[Dirección de la empresa]

Dear Mr./Ms [Apellido de la persona a quien va dirigida la carta],

I am writing you to apply for the open position of [Nombre de la vacante]. Through my career, I have contributed to positive business results all through efficient organization, prioritization and by applying administrative projects.

I have a bachelor’s degree in [título o diploma de estudios universitarios] from [nombre de la universidad] My job experience consists in more than [número de años trabajados] years as [trabajo que has desempeñado] where I collaborated creatively in group meetings. I am a competitive and well organized [nombre de tu profesión] with proficiency in [tu expertise].

In my previous position as [nombre de tu último puesto] I successfully increased the revenue over 40 percent withing my first year. In the [número de años] years I spent at [nombre de la empresa] I helped to [metas o logros].

In addition, I relish working with well-prepared colleagues and feel ready to take on a [tipo de puesto] position in your company. Please take a moment to review my professional competences by reviewing my enclosed resume. I truly appreciate your consideration.

Sincerely,

[Tu Nombre y apellido]