6 Applying for a job A

Possible answer

James Taylor eJupiter Computers 37 Oak Street London SW10 6XY 3rd May 2008

Dear Mr Taylor,

I am writing to apply for the position of Webmaster, which was advertised on monster.com on April 21 st.

I graduated in 2004 with a degree in Computer Science and Engineering from the University of Madrid. After I **left** university, **I** did **a** course in computer hardware and networking at the Cybernetics College, London. In 20051 **completed a** course in web design, where **I** learnt to **use HTML Java and** Macromedia Dreamweaver. **I** also have **a tSptcma** in web-based technology for business.

For the last three years I have worked part-time at keo.es, where I have been responsible for updating the website regularly. I have also been using Adobe Flash to create media animation. Before taking my present job, I worked as an IT consultant at Media Market, a company specializing in e-commerce and IT strategies.

I studied languages at school and have the Cambridge CAE certificate in English. When I was a teenager I spent several years in Morocco so I also have a fluent level of Arabic. I have knowledge of most computer platforms (Windows, Mac and Linux) and good communication skills. In my spare time I like listening to music and travelling.

I now feel ready to take the next step in my career and would welcome the opportunity to work for a company like eJupiter. I enclose my curriculum vitae and I look forward to hearing from you. I will be available for an interview at any time from Monday.

Yours sincerely,

Maria Quintana