ESTRUCTURA DE UNA COVER LETTER

Name of the person who sends the letter,

complete address,

telephone

mail

Name of the contact

Department

Name of the Company

Complete address of the company

DATE

Dear Mr/Mrs/Mss +surname of the contact

1stT PARAGRAPH

What is the job you are applying for, where did you see it and when (if there is such an information) + I enclose my CV for your consideration

2ndT PARAGRAPH

Studies, the effective degrees Diplomas etc… you have got and where did you get them

Work Experience: Where did you work, How long did you work and doing what.

3rdT PARAGRAPH

Personal skills (describe yourself as a worker)

SKILLS Languages you can communicate with and at which level

Computer skills: Programming languages/design software/other s…

4th PARAGRAPH

Say goodbye in a formal way: I would be very grateful if you should grant me an interview. Should you need further information please, do not hesitate to contact me… ETC…

Sincerely/yours faithfully

Nombre+apellido