Vocabulario

Schedule/shifts -> Horario, jornada (diurno, vespertino, nocturno)

On-site/hybrid -> trabajo presencial/hibrido

Part-time -> media jornada

Overtime -> tiempo extra

Duties -> deberes

Means of transport -> formas de transportarte

Deadlines -> días en los que tienes que dar algo

Time management ->

Problem solving -> aptitudes a la hora de solucionar cosas

Attention to details

Seamless -> Parecido a perfecto

Thrive -> una subida estadísticamente de manera personal

Mindset -> Mentalidad para la hora de controlar las situaciones

# Cover letter

To do a good cover letter, we have to do this planning:

1. Your info, name, address, etc
2. Greeting
   1. Dear
   2. Mr/Mrs
   3. Hiving manager
   4. To whomever corresponds
3. Intro of which job u want and where u saw it
4. Body
   1. Strengths – what u offer, what ur good at and why is good for the company
   2. Things u like about the job
   3. Personal experience
   4. May be tell ur disponibility or flexibility
5. Cloisng
   1. Mention for an interview
   2. Thanking
6. Sign
   1. Sincerely – Cuando dices: Un saludo. Pero formal en ingles

## Things to formal style

1. No contractions -> you ‘re – you are
2. Empty words –> things, stuff, some
3. Linking words -> Addition