

Dear Mr Taylor

I am writing to apply for the position advertised in the vacancies section at eJupiter.co.uk. I enclose my Curriculum Vitae for your information.

I am convinced that the position of Webmaster would be suited to my qualification. My career focuses on e-commerce and IT. Studying Computer Science at the University of Madrid has given me invaluable experience and practical knowledge. A course in web design developed my skillset of creating websites. Having a course in computer hardware and networking done, I gained the required qualities to superintend servers. My work experience allowed me to acquire skills related to updating websites and creating animations. It also provided me with a knowledge of IT strategies.

My soft skills may help to become a Webmaster in eJupiter Computers. During travels, I learned English and Arabic, which improved my communication skills. Later I have proven my English level with Cambridge CEA. As a consultant in Media Market, my job was solving peoples' problems, which developed my social skills.

If you decide to select me, you will be employing a highly motivated and organized member of staff.

I look forward to hearing from you and learn more about the position. I am available at any time.

Yours sincerely

Maria Quintana