

Dear Mr. Smith,

I have found a vacancy in an English language magazine in Russia, and I would like to apply for the job as a receptionist at the new language school centre.

I am a third-year student of RUDN where I'm learning English, mathematics, and computer programming. I have experience in working with children, I give extra math lessons for school students.

Although I don't have any experience in this particular sphere, I am willing to put all my efforts into achieving success. I can work in a team and freely communicate with people. I know how to deal with stress to prevent it from affecting on my work and productivity. I speak English on a good level and I'm developing it constantly. In addition, I know basic computer programs and a few program languages, such as Python and C++ and I'm trying to expand my knowledge all the time.

I think I would be suitable for a job because I'm responsible, stress-resistant, and very calm person. Your school has a reputation as a professional institution and I hope that I can become part of your friendly team and help the development of the school.

I look forward to an opportunity to personally discuss the position with you.

Sincerely,

Nadia Usikova