

# SEBASTIÁN TORRENTE CARRILLO

Sebastián Torrente Carrillo, 102 Pérez Casas, Lorca, Spain

HR Dept. — Corporation  
123 Pleasant Lane  
12345 City, State

February 10, 2013

Dear Recruiter,

I am very keen to work for F. Bloggs PLC because of your reputation for quality products, opportunities for career development and because you are the market leader. I am currently seeking a position as a marketing or sales trainee but would be happy to consider other related posts within your organisation.

I know that a marketing manager needs to be flexible, able to produce quality work to tight deadlines and to get results under pressure. These are qualities that my experience shows I possess. My degree in English taught me both to put across a persuasive argument and how to employ good communication skills in any work environment.

I am a good organiser and have developed leadership skills and responsibility through my voluntary work with my church. I always work hard to achieve my goals. I have experience with many computer packages including word-processors and databases and Microsoft Windows and can rapidly learn how to use other software.

I would be most grateful if you could consider me for any suitable positions available within your company. I am available for interview at any time and look forward to hearing from you.

Sincerely yours,

Sebastián Torrente