

## A COVER LETTER

Read Alex's cover letter and write in the box the letter of the paragraph that corresponds to each part of a cover letter:

<input type="checkbox"/> closing formula	<input type="checkbox"/> signature	<input type="checkbox"/> education
<input type="checkbox"/> sender information	<input type="checkbox"/> enclosed documents	<input type="checkbox"/> greeting
<input type="checkbox"/> professional experience	<input type="checkbox"/> skills	<input type="checkbox"/> purpose of the email
<input type="checkbox"/> date	<input type="checkbox"/> recipient information	<input type="checkbox"/> closing paragraph

Alex Martín



24 Dorwin Street  
London, SE17 1EZ  
alex.martin@techmail.com  
+44 7835511878

**B** TechWorld IT Services  
176 Main Street  
London, EC1 2AS

28th June 2025



**D** Dear Sir or Madam,

**E** I am writing to apply for the position of IT Support Technician at TechWorld IT Services which I found advertised on the *Employ UK* website last week. I am a dedicated and motivated computer technician and I strongly feel I would be a valuable addition to your team.

Regarding my training, I completed an Intermediate (Level 2/3) Vocational Qualification in Networked Microcomputer Systems at IES Teis in Vigo, where I learned about hardware installation, operating systems, and basic networking. I also studied cybersecurity and troubleshooting procedures, which gave me a solid foundation for technical support tasks.

**F**

**G** Although I am at an early stage in my career, I gained professional experience during my internship at NetLink Solutions, where I assisted users with software and network issues, configured workstations, and performed maintenance on computer equipment under supervision.

Concerning my skills, I am patient when solving user problems and I communicate clearly and effectively. I work well in teams, adapt easily to new systems, and enjoy learning about new technologies and tools. I am also confident using Windows and Linux environments.

**H**

**I** I would be delighted to join your company and contribute to ensuring smooth IT operations for your clients. I enclose my CV, which provides further details about my education, training, and technical skills.

Thank you for considering my application. I am available for an interview at your convenience. Please do not hesitate to contact me via e-mail or phone. I look forward to hearing from you.

**J**

**K** Yours faithfully,  
Alex Martín

**L**

