Address: | Phone: | E-mail:

WORK

INTERESTS

EDUCATION AND TRAINING

PERSONAL SKILLS

Languages:

Communication skills:

Work-related skills:

Driving licence:

LIVEWORKSHEETS

Your personal information
Name, Adress, Phone number, email.....

Lucía Jiménez González
Talleres Jiménez
C/Galicia 45, 1ºD
46015 Valencia

Date

Dear Ms Jiménez,

I'm I'm looking for a job as a
I'm doing a vocational course at the moment.
I did months' work experience in

I'm and and I enjoy working as part of a team. I can work under pressure. My work experience supervisor described me as and

I can be a part of your team.

In addition to this letter, I enclouse my CV and references from my work experience supervisor.

Thank you for your time and consideration.

Yours sincerely,

Name.....

LIVEWORKSHEETS