



Address:

Phone:

E-mail:

WORK

INTERESTS



EDUCATION AND TRAINING

PERSONAL SKILLS

Languages:

Communication skills:

Work-related skills:

Driving licence:

Your personal information
Name, Address, 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 enclose my CV and
references from my work experience supervisor.

Thank you for your time and consideration.

Yours sincerely,

Name.....